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T O W N O F N E E D H A M

ANNUAL REPORT



1711

2004

N E E D H A M , M A S S A C H U S E T T S

The Town of Needham expresses its sincere gratitude to Robert Larsen and Seymour Levy for the use of the graphic design on the cover of this Report.



**This Town Report is
Dedicated to
Jane Howard
In Recognition of her Many Contributions
To the Needham Community**

A familiar face at Town events and meetings, Jane Howard has given selflessly of her time and energy to make Needham a better place for all of us. Over the years, Jane has been an active member of many service organizations, including the High School Friends of Music, American Field Service, Needham Women's Club, Needham Historical Society, and the Greene's Field Playground Committee. She has served the Town of Needham with distinction, as an employee – serving as Minibus Coordinator – and on numerous committees, such as the Transportation Committee, Golf Course Advisory Committee, Finance Committee, and as a Town Meeting Member.

Until recently, Jane served as the long-time editor of the Annual Town Report. Her work was recognized by the Massachusetts Municipal Association in its Annual Town Report Contest – third place for 1997 and first place for 2001.

On behalf of the Town of Needham, we thank Jane for her many civic and community contributions, both those noted and those yet to come.

Needham Board of Selectmen

BOARD OF SELECTMEN

James G. Healy, Chairman
John A. Bulian, Vice Chairman
John H. Cogswell, Clerk
Gerald A. Wasserman
Daniel P. Matthews

Kate Fitzpatrick, Town Administrator
David Davison, Assistant Town Administrator/Director of Finance
Russell Dean, Assistant Town Administrator/Personnel Director

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town. The Board shares this role with other elected and appointed boards. The Board oversees the Police Department, Fire Department, Department of Public Works, Building Department, Veteran’s Office, Council on Aging, Finance Department and Town Administrator’s Office. The Board also functions as the Town’s Licensing Authority. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are held on the third Tuesday of the month. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so, with or without calling for an appointment in advance. Other meetings may be scheduled as needed and are posted at Town Hall. All meetings are open to the public.

The Board of Selectmen appoints a Town Administrator and charges him or her with the administration of the day-to-day operation of the Town, including direct oversight of those departments under the jurisdiction of the Board of Selectmen. The Assistant Town Administrator/Personnel provides human resource and benefit management assistance to all Town departments, boards and commissions, as well as retirees. In addition, the Assistant Town Administrator/Personnel, in conjunction with the Town Administrator and Assistant Town Administrator/Finance is part of the Town’s senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

The Board of Selectmen is responsible for:

- Implementing and administering the decisions of Town Meeting (the Town’s legislative branch of government).
- Establishing policies and procedures for the coordination of Town government operations.
- Representing the interests of Town residents in business dealings, legal affairs, and intergovernmental cooperation with other municipal, county, state, and federal agencies.
- Preparing the Town’s official revenue projections to be used by the Finance Committee and Town Meeting in developing the Town’s operating budget.
- Proposing operating budgets to the Finance Committee and Town Meeting for those departments under its jurisdiction.
- Proposing to Town Meeting a five-year capital improvement plan and funding proposal.
- Making appointments to those Town boards and commissions under its control.
- Convening the Annual Town Meeting in May and any Special Town Meetings that may be required, and preparing the Warrant (listing of articles) for Town Meeting consideration.
- Licensing all food establishments and transportation companies.

Licenses Issued in FY04

Automatic Amusement Device	3	Livery	4
Bowling Alley	1	Pool Table	1
Class I (New Automobiles)	2	Sale 2 nd Hand Articles	3
Class II (Used Automobiles)	7	Special Permits	2
Common Victualler	46	Sunday Entertainment	1
Innkeeper	1	Taxi	1
Liquor	17	Weekday Entertainment	2

FY04 HIGHLIGHTS

Selectmen/Administration – In April 2004, Daniel P. Matthews was re-elected to a three-year term on the Board of Selectmen. Following the annual town election, the Board re-organized with James G. Healy as Chairman, John A. Bulian as Vice Chairman, and John H. Cogswell, Clerk of the Board.

Form of Government – In 2003, the Board of Selectmen began the process of developing a proposal for restructuring Town government through a systematic and inclusive process. During 2004, the Board held two public hearings devoted solely to this topic, and considered both written and verbal comments received from staff, board and committee members, Town Meeting members and the general public in developing a proposed revision to the charter and general by-laws.

The Board's restructuring proposal had three main features. The first was the creation of the position of Town Manager in order to centralize the administrative functions of the Town in one appointed professional. This portion of the proposal was begun by vote of the 2004 Annual Town Meeting. Approval of both branches of the legislature, the Governor, and the voters of Needham were obtained. The second phase of the restructuring proposal is the assignment to the Town Manager the responsibility for initial preparation of a recommended town-wide budget each year. The third phase is the alignment of the functions of the Permanent Public Building Committee (construction) and Municipal Building Maintenance Department (maintenance and repair) into a Public Facilities Department. These final two phases will be achieved through a revision of the General By-laws, which will be presented to Town Meeting in May 2005.

Financial Planning -- The Town's financial condition has been precarious for the past few fiscal years. Back in 2002, we identified a myriad of factors that were contributing to the financial freefall, such as a reduction in our State aid, the decline in State tax collections, a reduction in local receipts, skyrocketing health care costs, an over-reliance on one-time revenue to fund operations, and an overall dismal economy. This climate dramatically affected our FY04 and FY05 budgets, and general government departments were asked to make significant budget reductions.

Action by the Commonwealth to reduce the amount of aid provided to Needham has had a significant impact on our ability to fund municipal services. In FY03, 12% of our operating revenue came from the State, 79% came from the property tax, and 9% came from local receipts. For FY06, the portion of operating revenue expected from the State will be reduced by forty percent, with only 7% of operating revenue generated from local aid. Since local receipts are projected to remain flat at 9%, a full 84% of our operating revenue is now reliant on the property tax.

Town wide expense budgets represent a growing portion of the overall budget. Two components that have been driving the increase are excluded debt (for previously approved projects) and employee benefits. In FY03, excluded debt payments represented 3.3% of revenue. That amount has grown to 6.3% of revenue in the FY06 projection. Similarly, health insurance, payroll taxes, and pension funding accounted for 12% of operating revenue in FY03, and have increased to 15% for FY06.

The Town has also embarked upon a bold capital campaign, approving \$67 million in renovation/reconstruction funding for the Public Library and Needham High School. The funding of these projects will have a positive effect on service delivery; however, their approval limits the Town's ability to fund other excluded debt projects in the near term. And, although excluded debt payments have a dedicated revenue stream, there is a crowding out effect on municipal operations due to the greater need for resources associated with these two facilities.

Looking ahead, we expect that reductions in State aid have leveled off, and the Town may actually receive a modest increase in FY06. An improved economic forecast for the region will have a positive impact on local receipts. While actual local receipts declined from FY03 to FY04, we expect a slight improvement in FY06. Relative to expenses, changes made to the way we purchase health care (such as joining with other communities in the West Suburban Health Group) have also had a positive impact on the forecast.

With regard to capital investment, the State appears poised to make good on its commitment to fund school building projects with the creation of the Massachusetts School Building Authority. If all goes well, we will receive the State's share of approved projects in a timelier manner, and projects not bonded (such as the Eliot and the High School) will likely be reimbursed by means of a lump sum payment. This payment methodology will help to

improve our debt position, and will lower the tax burden for Needham's taxpayers. However, the program will not provide any additional operating revenue to fund the on-going expenses of the Town.

In FY03, we deferred the entire capital plan, which had the effect of increasing our reliance on one-time revenue. Since that time, we have been slowly weaning off the use of non-recurring revenue to fund on-going operations.

Other achievements in FY04 will have a positive impact on the Town's financial condition. The 2004 Annual Town Meeting approved the adoption of the Community Preservation Act, which will provide Needham with the ability to accumulate additional revenue to provide much needed resources to expand and preserve our open space, historic, recreational and community housing assets. The Act was approved at the November 2004 election. The surcharge will serve as the local contribution to the Needham Community Preservation Fund. The Commonwealth of Massachusetts will then provide matching funds based on actual local collections.

Finally, the 2004 Annual Town Meeting also adopted a proposal to establish a Capital Improvement Fund. This fund will serve to further enhance capital planning in Needham by allowing funds to be set aside for future capital investments. Unlike a general stabilization fund, which is typically reserved for unforeseen and extraordinary circumstances, the Capital Improvement Fund is intended to accumulate over a period of years to provide funding for future capital expenditures that have been planned and anticipated.

The Board of Selectmen wishes to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Selectmen should send a letter of interest to the Selectmen's Office at Town Hall or visit www.town.needham.ma.us.

BOARD OF REGISTRARS

John W. Day

Mary J. McCarthy

Barbara B. Doyle

Theodora K. Eaton

PURPOSE

The Board of Registrars is made up of four members of whom one member is the Town Clerk by virtue of the office. The Board of Selectmen appoints the other three members. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth. The Board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents, publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The polling places have been designated as follows:

Precinct A - Hillside School - Gymnasium

Precinct B - Hillside School - Gymnasium

Precinct C - Newman School - Gymnasium

Precinct D - High Rock School - Classroom

Precinct E - Pollard Middle School - Room 226

Precinct F - Stephen Palmer Community Room

Precinct G - Broadmeadow School Performance Center

Precinct H - Broadmeadow School Performance Center

Precinct I - William Mitchell School - Gymnasium

Precinct J - William Mitchell School - Gymnasium

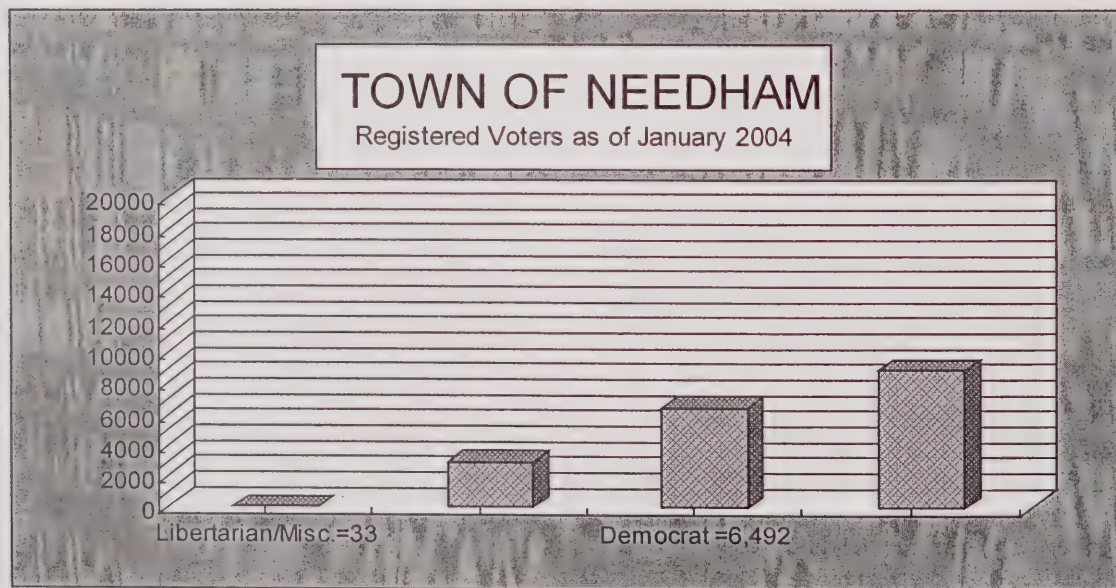
FY04 HIGHLIGHTS

The Board of Registrars conducted five elections in FY04 – the regularly scheduled Presidential Primary and the Annual Town Election plus three special elections. Voter turnout for the five elections in FY04 was as follows:

November 4, 2003	Special Town Election	8,668 (46.34%)
February 3, 2004	Special State Primary	4,974 (26.43%)
March 2, 2004	Special State Election	8,883 (46.91%)
March 2, 2004	Presidential Primary	8,511 (45.23%)
April 13, 2004	Annual Town Election	2,547 (13.63%)

The Annual Listing of Residents was conducted by mail again this year with 85% of the residents responding within the first month. Once again, the Annual Census included a request for Veteran status. Also, the dog license renewal application was included and has been well received by the dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, to provide a listing for use by the Jury Commission, to provide listings of school-age residents under the age of 21 for the School Department, and to compile the list of dog owners. It is also used for public safety purposes as well as federal funding.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are removed from the Town of Needham voting list. Names were also removed because of death and other changes in voting status. Upon completion of the revision, the total number of registered voters was 18,437 plus 1,474 inactive voters. 2004 population for the Town of Needham includes 29,107 residents plus 1,474 inactive voters for a total of 30,581.



TOWN CLERK

Theodora K. Eaton, Town Clerk

The position of Town Clerk extends back to biblical times when clerks were considered scribes or scholars and their writings became the historical records of the times. Today the Town Clerk continues as the official record keeper in local government providing a wide variety of services to the general public as well as local, state and Federal governments. The major functions of the Town Clerk's Office mandated by State and Federal statutes and Town

By-Laws include records management, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting.

The Town Clerk's Office is often considered the core of local government serving as the central information point for local residents. More recently, the Town Clerk's Office has also become a Passport Agency for the Department of State and Commissioners to Qualify Oath of Office. During FY04, the following Elections and Town Meetings were held:

Special Town Election	Tuesday, November 4, 2003
Special Town Meeting	Wednesday, November 12, 2003
Special State Primary	Tuesday, February 3, 2004
Presidential Primary	Tuesday, March 2, 2004
Special State Election	Tuesday, March 2, 2004
Annual Town Election	Tuesday, April 13, 2004
Annual Town Meeting	Monday, May 3, 2004
Special Town Meeting	Monday, May 10, 2004

The Special Town Meeting in November disposed of 20 articles in one session, the Annual Town Meeting in May disposed of 70 articles in five sessions, and the Special Town Meeting within the Annual Town Meeting disposed of 13 articles.

FY04 HIGHLIGHTS

The 2004 Special Town Election approved a debt exclusion Proposition 2 ½ ballot question for the bond issued in the principal amount not to exceed \$51,300,000 in order to provide architectural design, engineering, addition, construction, and/or reconstruction of the Needham High School. The vote was as follows: Yes - 5,595; No - 3,073.

The Special State Primary on February 3, 2004 and Special State Election on March 2, 2004 were called by the Commonwealth of Massachusetts to fill the position of State Senator of the Norfolk, Bristol, & Middlesex District vacated by former State Senator Cheryl A. Jacques. Scott P. Brown was elected district-wide to fill the vacancy until the State Election on November 2, 2004.

The 2004 Annual Town Meeting voted, by majority vote, under Article 59 to accept the Community Preservation Act (M.G.L. Chapter 44B Sections 3 through 7). Town Meeting approval of this article put a ballot question on the November 2, 2004 State Election for Needham voters to decide whether to accept this Act. Town Meeting also approved under Article 60 a new General By-Law to implement the provisions of M.G.L. Chapter 44B pending voter approval in November of the Community Preservation Act. Article 62, adopted by Town Meeting, authorized the Board of Selectmen to petition the General Court to enact a special law relative to the revision of the Charter of the Town of Needham. The main feature of this revision would replace the position of Town Administrator with that of a Town Manager. The special act was approved by the general court and submitted to the voters at the November 2, 2004 State Election. At the time this report was prepared, the November 2, 2004 State Election has passed and the voters of the Town of Needham adopted both ballot questions.

The following statistics were compiled during FY04

VITAL STATISTICS

Births to Residents

7/1/03 - 12/31/03	194
1/1/04 - 6/30/04	<u>178</u>
Total Needham Births	372

Deaths

	Residents	Non-Residents
7/1/03- 12/31/03	149	100
1/1/04 - 6/30/04	<u>115</u>	<u>86</u>
	264	186
Total Deaths Recorded	450	

Marriages

7/1/03 - 12/31/03	78
1/1/04 - 6/30/04	<u>62</u>
Total Marriages Recorded	140

Fish and Game Licenses Issued 7/1/03 - 6/30/04

Class F1 - Resident Fishing	130
Class F2 - Resident Fishing Minor (Age 15-17)	6
Class F3 - Resident Fishing (Age 65 - 69)	7
Class F4 - Resident Fishing (70 or over) or Handicapped	29
Class F6 - Non-Resident Fishing	2
Class F7 - Non-Resident Fishing (3 Day)	2
Class F8 - Resident Fishing (3 Day)	1
Class F9 - Non-Resident Citizen Minor (Age 15 to 17)	0
Class H1 - Resident Citizen Hunting	21
Class H2 - Resident Citizen Hunting (Age 65 - 69)	1
Class H3 - Resident Citizen Hunting, Paraplegic	1
Class H4 - Resident Alien Hunting	0
Class H5 - Non-Resident Hunting, Big Game	0
Class H6 - Non-Resident Hunting, Small Game	0
Class H8 - Resident Minor Hunting (Age 15-17)	0
Class H9 - Resident Commercial Shooting Preserve (1 day)	0
Class S1 - Resident Sporting	23
Class S2 - Resident Sporting (Age 65 - 69)	5
Class S3 - Resident Citizen Sporting (Age 70 or over)	22
Class T1 - Resident Trapping	0
Class T2 - Resident Trapping Minor (Age 12-17)	0
Class T3 - Resident Trapping (Age 65-69)	0
Class DF - Duplicate Fishing	0
Class DH - Duplicate Hunting	0
Class DS - Duplicate Sporting	0
Class DT - Duplicate Trapping	0
Class M1 - Archery Stamp	15
Class M2 - Massachusetts Waterfowl Stamps	14
Class M3 - Primitive Firearms Stamp	7
Class W1 - Wildland Conservation Stamp, Resident	192
Class W2 - Wildland Conservation Stamp, Non-resident	<u>0</u>
TOTAL	478

<i>Paid to Division of Fish & Game for Licenses</i>	\$5,792.75
<i>Paid to Town Treasurer in Fees</i>	305.10

Dog Licenses Issued 7/1/03- 6/30/04

Male and Female Dogs @ \$15.	156
Spayed and Neutered Dogs @ \$10.	2,000
Kennels @ \$ 25.	37
Kennels @ \$ 50.	7
Kennels @ \$100.	1
Hearing Dogs - No Charge	0
Seeing Eye Dogs - No Charge	2
Transfers @ \$1.00	5
Prior Years' Licenses	0
Replacement Licenses @ \$1.00	<u>15</u>
TOTAL	2,223

Paid to Town Treasurer for FY04

Dog License Fees	\$23,735.00
Liquor License Fees	28,245.00
Other License Fees	18,441.00
Miscellaneous Fees	73,046.13
Passport Application Fees	<u>7,260.00</u>
Total Receipts for FY04	\$156,824.98

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. until 5:00 P.M. Monday through Friday and from 7:30 P.M. until 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. until 9:00 P.M. on the third Tuesday.

PERSONNEL BOARD

John Dennis, Chairman *Vivian Hsu*
Patricia Forde, Vice-Chairman *Richard Lunetta*
Joseph Herlihy
Russ Dean, Assistant Town Administrator/Personnel Director

PURPOSE

The Personnel Board is a five-member Board appointed by the Town Moderator. The purpose of the Personnel Board is to oversee the human resource functions of the Town. In its duties, the Board is assisted by the Assistant Town Administrator/Personnel Director. The Board is responsible for the administration of the Town's Personnel By-Law, recommending classification and compensation plans to the Annual Town Meeting, conducting classification and compensation studies in accordance with the Personnel By-Law, and making recommendations to Town Meeting on the funding of collective bargaining agreements. The Personnel Board is also responsible for acting on requests to hire above the minimum compensation level for Town employees, and adopts and amends personnel policies on an ongoing basis. The Board is recognized in the By-Laws of the Town and functions under the authority granted in M.G.L. Chapter 41, Section 108A and 108C.

FY04 HIGHLIGHTS

In FY04, the Board continued its regular duties by recommending a 2.5% wage increase for non-represented personnel to the Town Meeting. In addition, the Board played a significant role in the review of the Town Charter, including making recommendations on the future role of the Personnel Board under the Town Manager Act (Chapter 176 of the Acts of 2004). In January 2004, the Board executed an agreement for a review of all management positions, which is expected to reach conclusion shortly. The Board also completed its professional/technical study in the Fall of 2003, hearing appeals into January and February 2004. The Board completed its annual letter to Town Meeting, and participated in the annual League of Women Voters meeting in April 2004, prior to the Annual Town Meeting. Finally the Board voted to amend the compensation policy for Substitute Inspectors at its June meeting, due to market changes, which have made it difficult to recruit additional inspectors on an ongoing basis.

In the performance of its duties, the Board employs a part-time Recording Secretary who takes minutes of meetings. The Personnel Board also administers a merit program, which is allocated \$4,000 annually to recognize employee performance in the non-represented employee group.

LEGAL DEPARTMENT

David S. Tobin, Town Counsel

PURPOSE

The Legal Department of the Town of Needham provides Legal advice to the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal

Department drafts and approves all contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

FY04 HIGHLIGHTS

In addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following: Town Counsel represented the Town, its boards and/or officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance. Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, Municipal Building Maintenance Board, School Department, Department of Public Works, Park and Recreation Commission, Personnel Department, Planning Board, Board of Health, Fire Department, Board of Assessors, Conservation Commission, Sewer Department, and Water Department. The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose. The Legal Department engaged and worked with outside counsel to represent the town in labor relations and litigation.

MODERATOR

Michael Fee, Moderator

The Town Moderator presides over Needham's representative Town Meeting, a "citizen legislature" which, under Massachusetts law and Town Charter, holds the ultimate authority over all municipal affairs. For example, Town Meeting must decide each year how much money will be spent on all Town services, including schools, public works, and public safety as well as how much will be spent on our public facilities. Town Meeting's approval is also required to adopt or amend zoning By-Laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of debt.

During the Annual Town Meeting in May 2004, Town Meeting Members addressed a full warrant in five sessions. In November 2003, Town Meeting Members met in a Special Town Meeting. During 2004, I had the pleasure of appointing three new members of our Finance Committee, each of them thoroughly talented and willing to share their professional expertise with their fellow citizens of Needham.

Town Meeting Members have now had access to the "Needham Town Meeting Handbook" that I authored and distributed with financial assistance from the Richard Patton Melick Foundation for over five years. The Handbook appears to have improved the Town Meeting Members' knowledge of our procedures and rules. The implementation of a new town government website has now also increased the flow of information to Town Meeting Members, including electronic access to the meeting warrants and the Members' Handbook. I have continued my practice of setting aside a day to lecture juniors at Needham High School during their program of study on local government. Prior to the Warrant Meetings sponsored by the Needham League of Women Voters, the League helped arrange an orientation session I conducted for newly elected Town Meeting Members. I have continued my practice of being active in the Massachusetts Moderators Association, where I serve as a member of the Board of Directors.

The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report. I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. The Moderator appoints all members of the Finance Committee and the Personnel Board and several members of other boards and committees. I am proud of the citizens I appointed to serve their fellow citizens in various positions during 2004. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me.

EDUCATION

NEEDHAM PUBLIC SCHOOLS - See Appendix E for the Needham Public Schools Performance Report

FUTURE SCHOOL NEEDS COMMITTEE

David P. Coelho
James R. Lamenzo
Marjorie Margolis
Loretta O'Grady
Kathryn F. Wescott

Frank E. Reardon
Mary Riddell
Jeff Simmons
Roger P. Toran

Enrollment Projections for School Years Beginning in 2004

Each year the Future School Needs (FSN) Committee projects school enrollment for the next ten years. The goal of the projections is to both reflect an accurate picture of the next year's enrollment and determine general trends over the longer term. Historically, accurately projecting the number of students who will enter kindergarten has been the most difficult part of the projection.

Accuracy of Prior Year Projections

Last year we projected total enrollment of 4,780 for the 2004/2005 school year. Actual enrollment is 4,838 -- a difference of 58 students. This represents a 1.2% understatement. We have shown our projection results for the last 15 years below.

Year	Projected	Actual	% Understated (Overstated)
2004	4,780	4,838	1.2%
2003	4,611	4,667	1.2%
2002	4,513	4,565	1.2%
2001	4,417	4,439	.5%
2000	4,411	4,374	(.8%)
1999	4,378	4,334	(1.0%)
1998	4,393	4,303	(2.1%)
1997	4,209	4,281	1.7%
1996	4,134	4,110	(.6%)
1995	3,980	4,049	1.7%
1994	3,808	3,891	2.2%
1993	3,774	3,796	.6%
1992	3,632	3,706	2.0%
1991	3,644	3,626	.5%
1990	3,615	3,598	(.5%)

Percent understated reflects Actual/Projected in percentage terms.

General Methodology

Projections for grades 1-12 are determined based on the average of retention factors for each grade for the past five years. A retention factor is the enrollment in a given grade this year divided by the enrollment for the preceding grade last year. A retention factor greater than one indicates there are more children in a grade this year than were in the preceding grade last year. For example, the current retention factor for third grade is 1.0334 which equals 371 (third grade enrollment for 04/05 school year) divided by 359 (second grade enrollment for 03/04 school year). This factor is averaged with the factors from the prior four years to produce the average retention factor this year for third grade of 1.0224.

Census Data and Kindergarten Methodology

Seven years ago, we began using annual census data to project kindergarten enrollment. The prior methodology used the annual birth rates to project the number of kindergarteners 5 years later. We found the prior methodology to be generally reasonable but inconsistent from year to year. The revised methodology uses the annual census to track pre-school age children in town to help estimate the number who will be kindergarten eligible each year. We then estimate the percentage that will attend public school upon entering kindergarten. Our prior results clearly indicate that this methodology has significantly improved kindergarten accuracy. We believe the increasing trend of public kindergarten attendance (estimated 90% for 2004, 88% for 2003, 85% in 2002, 80% in 2001 and 77% in 2000)

accounts for our understatements in 2002 and 2003 and that the trend may now be topping out. The accuracy of the overall projections is based largely on the accuracy of kindergarten. The following table demonstrates our kindergarten results over the past 7 years.

<u>Year</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected – Actual</u>
2004	422	433	(11)
2003	366	394	(28)
2002	347	383	(36)
2001	337	339	(2)
2000	346	346	0
1999	338	323	15
1998	365	315	50

The Committee welcomes any comments regarding these projections. (See Appendix D for Enrollment Projections)

PUBLIC SAFETY

POLICE DEPARTMENT

William G. Slowe, Police Chief

PURPOSE

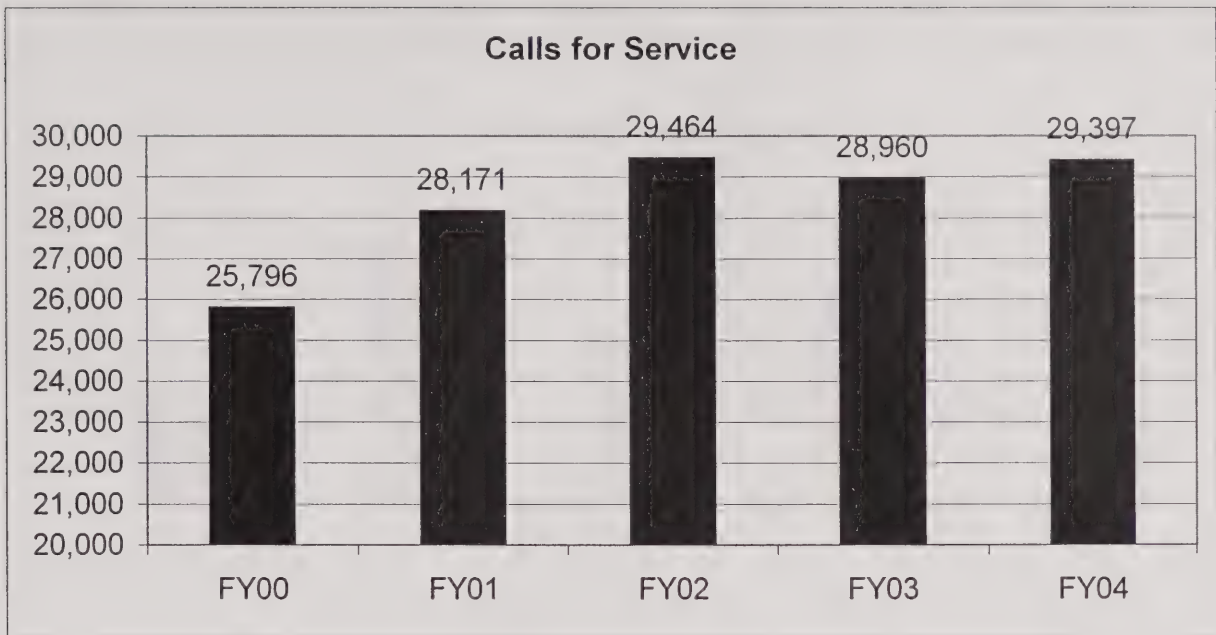
The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-criminal Conduct
- Performance of miscellaneous services

Consistent with the above, the Department's mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility.

FY04 HIGHLIGHTS

- Two veteran officers retired and two new police officers were appointed.
- The dispatch center handled 29,397 police calls for service, up slightly from last year.
- 324 child safety-seat inspections and 16 child car seats were distributed to residents.
- Our Community Service Officer provides services to seniors and to children.
- Over 220 hours of bicycle patrol and "walk and talk" activities were provided to the community.
- Police officers responded to 1,934 residential, business and vehicle alarms in the town.
- An ongoing review and revision of departmental policies and procedures continued throughout the year.

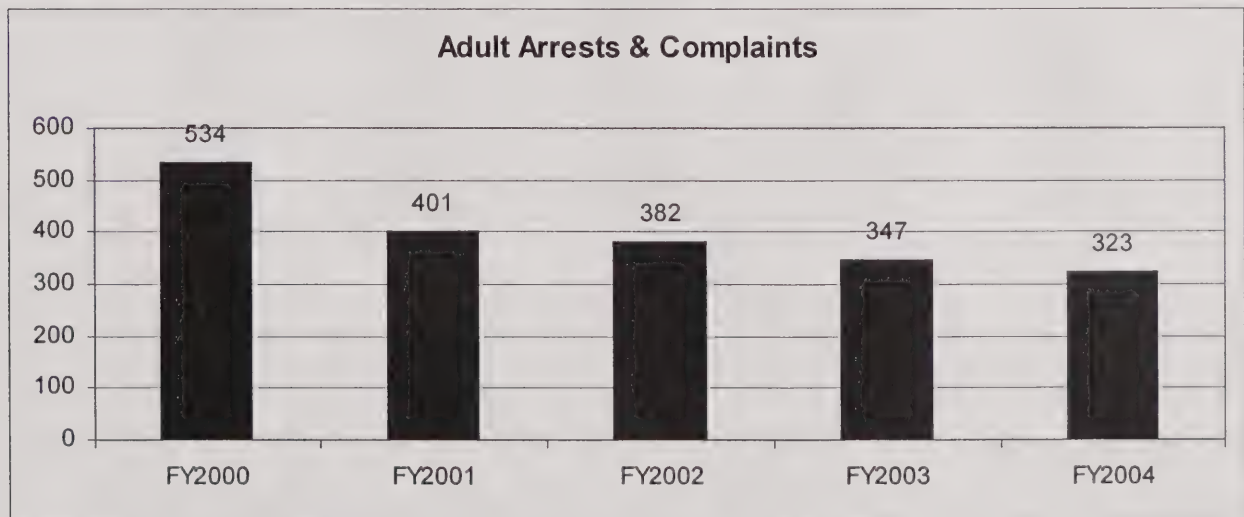


Incident Reporting

- Incident reporting increased from 1,468 to 1,517 reports written.
- At 186, larcenies were about the same as last year. Fraud cases decreased from 81 to 54.
- At a total of 105, vandalism incidents remained about the same as the past two years.
- Breaking and Entering incidents decreased slightly to 29.

Arrests

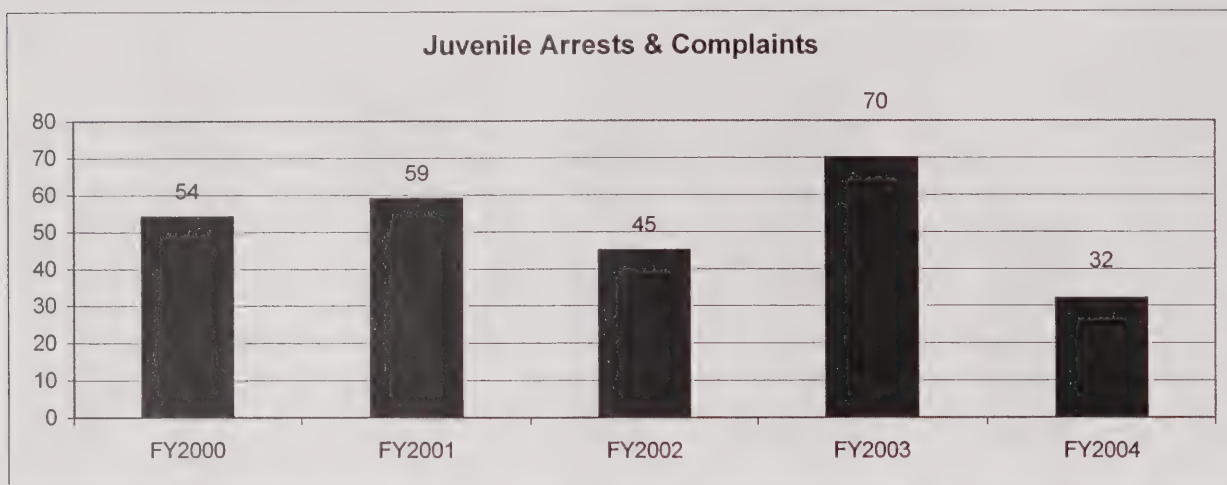
- The number of adults facing arrest or complaints increased from 297 to 323.
- Juvenile arrests and complaints decreased from 58 to 32.
- 39 persons were charged with aggravated (with weapon) or simple assault, down slightly from last year.
- There were 48 persons charged with drug violations, down for the second year in a row.



Juvenile

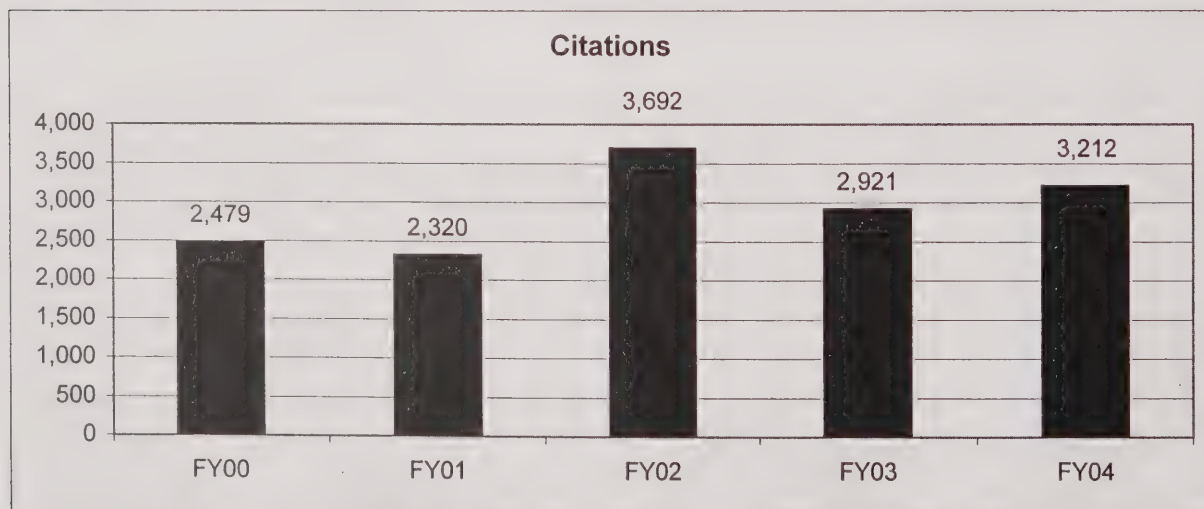
- Officers were assigned to provide school resource officer services at the high school on a part time basis over a twenty week period during the year.

- An after school basketball program for Needham youth was conducted at the Pollard Middle School.
- The department sponsored and coordinated the annual “powder puff” football game at Thanksgiving time.



Traffic

- Regular traffic enforcement was supplemented by grant-based activities directed to enforce seat belt laws.
- The number of traffic accidents reported by officers increased slightly to 449.
- A total of 104 persons were injured and 826 vehicles were damaged in 449 accidents.
- The number of motor vehicle violations recorded on citations was 3,212.



FIRE DEPARTMENT

Robert A. DiPoli, Fire Chief

PURPOSE

The Fire Department provides the Town of Needham with an effective well-trained team of professionals to protect the lives and property of its residents through fire suppression, emergency medical services, emergency disaster preparedness, fire inspections and fire prevention through education, in the most cost-effective manner possible.

COST OF FIRE AND EMERGENCY MEDICAL SERVICES

The cost of fire and emergency medical services, both basic and advanced life support, averaged \$166.89 per person per year or \$0.46 per person per day.

FY04 SUMMARY OF INCIDENTS

Fires	56
EMS	1,580
Service Calls	561
False Calls	514
Misc. Calls	<u>543</u>
TOTAL	3,254

Miscellaneous calls include overpressure rupture, hazardous conditions and good intent calls. In addition, fire inspection and fire alarm responded to numerous calls for inspections of buildings and residences in the community.

FY04 HIGHLIGHTS

- In July, Firefighter Arthur E. Hopkins was appointed Fire Inspector.
- In December, a new Firefighter/Paramedic, Jason C. Pierce, was hired and in March, Chad T. Boylan was hired as a new Firefighter/Paramedic.
- In May, the department was deeply saddened by the untimely death of Firefighter Stephen J. Burke.
- In June, Firefighter/Paramedic Gary F. Hill accepted a lateral transfer to his hometown department, Wakefield Fire Department.
- The department received a competitive grant from the Federal Emergency Management Agency's U.S. Fire Administration. The grant was in the amount of \$140,142 for a new communication system.
- The Fire Chief, Robert A. DiPoli, was appointed First Vice-President of the International Association of Fire Chiefs.
- A new 104-foot Quint ladder truck was delivered and will be a front line piece of apparatus out of Station 2.
- Fire Inspector Arthur E. Hopkins attended an Arson Investigation Program sponsored by the Massachusetts Firefighting Academy.
- The Fire Prevention Bureau issued 1,283 permits and collected \$30,365 in revenue.
- The Fire Prevention Bureau continued to inspect for properly placed, working smoke detectors upon the sale or transfer of homes. This year 551 homes were inspected.
- Three underground tanks were removed under the provisions of M.G.L. Chapter 148 and 527 CMR 9:00.
- Twenty-two oil burners were inspected. Ten tank trucks received safety inspections.
- Firefighter Bryan G. Campbell continued to represent the department on the MetroFire HazMat Team.
- File of Life kits are available free of charge to residents. The kit consists of a medical information card that includes emergency contacts, medical data and existing medications, as well as present allergies. The card is folded and placed into a red vinyl magnetic holder so that it can be put on the outside of the refrigerator. In the event of an emergency, medical personnel responding will be quickly aided by the information on this card.
- Emergency Medical Services transported 1,329 and collected \$475,184 in revenue.
- The Fire Alarm Division collected \$61,920 in master box subscription fees and \$2,975 in sprinkler and fire alarm permit fees.
- Fire alarm personnel made approximately 700 trips to businesses within Town to check on fire protection systems with master fire alarm boxes and approximately 189 trips to businesses without a master fire alarm box.
- Comfort care kits are available at the Emergency Operations Center and at the primary care shelter at the Pollard Middle School. These care kits are for residents who need to relocate due to severe weather conditions.
- The Emergency Management Division is always looking for volunteers. If you are interested, please call (781) 455-7565.
- The Local Emergency Planning Committee completed the application and has submitted a request for full certification by the Commonwealth of Massachusetts.

BUILDING DEPARTMENT

Daniel P. Walsh, Inspector

This department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with applicable Zoning By-Laws, Massachusetts State Building Code, Massachusetts State Fuel, Gas and Plumbing Code, Massachusetts State Electrical Code, Town of Needham Sign By-Law and the enforcement of Massachusetts's requirement for Sealer of Weights & Measures.

The Massachusetts State Building Code also requires this Department to inspect public buildings. There are 14 places of worship, 16 day care sites, several state group homes, seven nursing home facilities, Beth Israel Deaconess Hospital, The Charles River Association for Retarded Citizens, seven public schools, four private schools, 982 apartment units, 247 hotel units and approximately 45 other places of assembly that require inspections throughout the year to insure that these structures comply with the building code for public safety, ingress and egress

Responding to inquiries about what residents are allowed to do at their property has been a major responsibility of the Inspector of Buildings. It is the Inspector who must determine that all permits for additions and uses of properties, both residential and non-residential, conform to the Town of Needham Zoning By-Laws. The Building Inspector also advises those residents who are not in conformance with the Zoning By-Laws of that fact and sees that the necessary corrections are made.

(NUMBER OF PERMITS ISSUED)/FEES COLLECTED

	2001	2002	2003	2004
Building	(1,132) \$ 687,436	(1,016) \$ 402,541	(1,145) \$ 413,044	(1,319) \$ 529,769
Plumbing	(712) \$ 35,965	(641) \$ 22,330	(692) \$ 22,900	(937) \$ 33,285
Gas	(359) \$ 8,955	(315) \$ 7,240	(357) \$ 8,491	(443) \$ 10,775
Wiring	(1,156) \$ 143,087	(1,024) \$ 52,767	(1,162) \$ 59,199	(1,324) \$ 70,159
Signs	(59) \$ 2,240	(32) \$ 1,210	(50) \$ 1,820	(45) \$ 1,550
Swimming Pools	(11) \$ 475	(11) \$ 500	(9) \$ 325	(12) \$ 400
Weights & Measures	\$ 3,301	\$ 3,012	\$5,547.15	\$ 5,396
Miscellaneous Fees	\$ 4,705	\$ 5,039	\$ 6,473	\$ 4,87
Totals	(3,429) \$ 886,164.50	(3,039) \$ 494,639.95	(3,415) \$ 517,799	(4,080) \$ 656,207

NUMBER OF PERMITS FOR DIFFERENT CONSTRUCTION PROJECTS

	2001	2002	2003	2004
New Single Family Dwellings	65	44	53	69
New Two Family Dwellings	5	4	6	7
New Non-residential Buildings	7	5	2	3
Conversion to Two Family	-	-	-	-
Add/Alter Existing Residential	607	556	559	688
Add/Alter Existing Non-residential	95	71	99	82
Demolish or Relocate	57	42	87	64
Swimming Pools	12	11	11	12
Signs	56	34	49	45
Total	904	767	866	970

PUBLIC FACILITIES

PUBLIC WORKS DEPARTMENT

Richard P. Merson, Director of Public Works

PURPOSE

Public Works includes, in its broadest sense, all endeavors related to the planning, designing, construction, operation, maintenance and management of the physical facilities necessary or desirable to community life. The Needham Public Works Department renders service to all citizens in the areas of highway maintenance and construction, water supply and distribution, sanitary and storm sewer construction and maintenance, solid waste disposal and recycling, traffic control, parks and forestry maintenance and snow removal. The Department provides its own administration, engineering and equipment maintenance.

FY04 HIGHLIGHTS

- Shipped 8,108 tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 40% out of the solid waste stream.
- Recycled 3,296 tons of newspaper and mixed paper, including phone books and magazines; 877 tons of commingle, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers with the recycling symbol #1-#3; and 202 tons of cardboard.
- Removed 806 tons of metal and 7.50 tons of tires from the waste stream.
- Removed 24 tons of paint; 11.50 tons of waste oil and 0.50 tons of anti-freeze from the waste stream.
- Goodwill & Red Cross received 200 tons of textiles.
- Composted 4,497 tons of yard waste.
- Processed 3,193 tons of DPW construction waste, e.g., from the replacement or repair of water, sewer & drain pipes, roads and sidewalks.
- Under the Department of Environmental Protection (DEP) waste ban mandate, removed from the waste stream 47.10 tons of Cathode Ray Tubes (CRT) in computer monitors & televisions, VCR's, rechargeable batteries (lithium & nicad), mercury thermostats & thermometers, and collected 7,670 linear feet of fluorescent light tubes, 405 lead acid batteries, 944 propane tanks, and performed 72 waste load inspections of vehicles on tipping floor.
- 10,384 Disposal Area user stickers were purchased of which 10,261 were residential & 123 were commercial.
- Town Meeting approved the Purchase of a Trommel Screener at \$110,000. In the first 12 months of operation, the Trommel Screener processed materials (brush, grass & leaves) into organic compost and generated \$76,890 in revenue and avoided cost to the Town.
- Established Paper Recycling Program at the Pollard Middle School and 14 tons of paper was diverted from the waste stream in the first six months of the program.
- Started the Wood Construction & Demolition Material Segregation Pilot Program to comply with future DEP mandate.
- Held one successful Annual Household Hazardous Waste Collection Day and the November Leaf Sundays Program.
- Inspected 385 Street/Sidewalk Occupancy and Excavate permits.
- Continued the repair and preservation of the Town's 125 miles of roadways and 165 miles of sidewalks; and maintained curbs and grass berms.
- Proceeded with the road reconstruction of Great Plain Avenue from Pickering Street to Harris Avenue.
- Completed 5.50 miles of road reconstruction/rehabilitation, including portions of Greendale Avenue, Webster Street, Marked Tree Road, Hoover Road, Lexington Avenue and Tower Avenue; and all of Grove Street, Hunting Road, Burnside Road, Cimino Road, and Richdale Avenue.
- Proceeded with the scheduled maintenance and repair of traffic signs, traffic markings and parking meters, and with the repair and update traffic signal equipment.
- Continued to improve the Snow and Ice Program to provide the best service to the Town through equipment upgrade, use of biodegradable anti-icing chemicals, employee training and tactical improvements, and re-design of traditional snowplow routes.

- Concluded the road reconstruction and water main replacement design for Great Plain Avenue, from Harris Avenue to Manning Street.
- Completed the design of the Gary, Lee & Elder Roads reconstruction project.
- Continued the engineering and design of the St. Mary Water Pumping Station and Great Plain Avenue Sewer Pumping Station Renovation Project.
- Designed the water main replacement for a portion of Webster Street, Greendale Avenue, Manning Street and Brookline Avenue.
- Reviewed the Massachusetts Highway Department Route 128 TIP (Transportation Improvement Program) proposal.
- Continued the engineering and design of the Chestnut Street Turn-Back from Massachusetts Highway Department to the Town of Needham reconstruction project.
- Concluded the Street Light Purchase and Maintenance contract.
- Responded to 241 Parks & Forestry Division work requests.
- Expanded the Tree Planting Program and rejuvenated the town tree nursery by planting 199 trees and removing 33. For the 9th year, Needham was recognized as one of the Tree City USA communities.
- Implemented an Organic Treatment Program for the Pollard Middle School athletic fields.
- Expanded the Field Maintenance Program that is supported by new field maintenance fees, including athletic field aeration program, fertilizing, soil additives, over-seeding and field renovation.
- Expanded the maintenance of Memorial Park #1 Football Field.
- Sodded goalmouths and sideline of DeFazio #1 soccer field and reconstructed DeFazio #2 & #3 multi-use fields.
- Repaired 6 water pipe leaks, including 2 water main breaks and 4 water service leaks.
- Responded to 30 water emergency calls (after regular business hours).
- Replaced a 16" water gate on Charles River Street at Central Avenue, a 12" water gate on Kendrick Street and a new 8" water gate on St. Mary Street, and 1,700 feet of water main in Great Plain Avenue.
- Continued to replace non-copper water service pipes from the water main to individual shut-off gates on Hoover Road, Tower Avenue, Lexington Avenue, Burnside Road, Falcon Street, Oak Hill Road, Colgate Road, High Rock Street, Gary Road, Elder Road, Kimball Street, Livingston Circle, Birchwood Road, Oakcrest Road and Fairview Road.
- Completed the replacement of a 12" water main on Kendrick Street Bridge over Rte. 128; 350 feet of 8" water main and new hydrant in DeFrancesco Circle; and 250 feet of 6" water main on Melrose Avenue.
- Implemented new NPDES Program to remain compliant with EPA Memorandum of Agreement, including catch basin replacement, drain system inspection & heavy cleaning; replace failed sections of drain pipes; and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Completed the re-development of all three deep wells at the Charles River Well Field, including replacement of one pump in Water Pumping Station #4 that failed due to age.
- Proceed with the rehabilitation and upgrade of the St. Mary's Water Booster Station.
- Proceeded with the design of the rehabilitation and painting of the Town's Water Storage Tanks.
- Replaced Alden Road Sewer Pumping Station pump, and installed a new channel grinder at the Reservoir St. Sewer Pumping Station.
- Completed pipe bursting and slip-lining of deteriorated sewer mains in Dedham Ave., Webster St. and Edgewater Drive areas, including the replacement of selected sewer service connections that exhibited failure, to eliminate inflow & infiltration (I/I) of the Town's Sewer System.

MUNICIPAL BUILDING MAINTENANCE BOARD

Kate Fitzpatrick, Chair
Patty Carey, Vice-Chair
Steve Theall

Ann MacFate
Rick Merson
Mark LaFleur, Director

PURPOSE

The Municipal Building Maintenance Board identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all Town buildings. In addition, the Board formulates long-range building related capital needs, including cost estimates and feasibility assessments, for planning purposes. The Municipal Building Maintenance Board came into existence on July 1, 1995 as a result of Article 6, of the November 21, 1994's special Town Meeting.

Buildings cared for and maintained by the Municipal Building Maintenance Board include: Town Hall, Public Safety Building, Fire Station #2, Public Library, DPW Main Building, Ridge Hill Reservation (three buildings), Carleton Pavilion, Stephen Palmer Center (Council on Aging), Memorial Park Fieldhouse, Needham High School, Pollard Middle School, Newman Elementary School, Broadmeadow Elementary School, Eliot Elementary School, High Rock School Building, Emery Grover School Administration Building, and the Daley Maintenance Building.

FY04 HIGHLIGHTS

- Using funds (\$50,000) from the Spring 2003 ATM Article 35 (School Flooring Replacement) approximately 10,200 square feet of asbestos-containing floor tile was removed from corridor, lobby, classroom, and office space on the main entrance level of the Hillside Elementary School. The removal was supervised by the asbestos consulting firm, "Universal Environmental" of Framingham. Vinyl composition floor tile was installed in all areas.
- Window air conditioning units were installed at the Hillside Elementary School.
- Due to the large size and heavy weight of several of the units installed, an additional 4 ¾ inch by 7 foot steel window mullion had to be welded into one window frame unit in each room.
- In order to resolve a major plumbing problem discovered this past spring at the Pollard Middle School, (hot water bubbling up between the concrete slabs in the front courtyard), the MBMB plumber spent most of the summer cutting out the original domestic hot water piping to the 1956 sections of the school, soldering in approximately 300 feet of three-inch copper hot water supply line, soldering in approximately 300 feet of two-inch copper hot water return line, core drilling two vertical holes through 4 inch concrete flooring and two horizontal holes through 12 inch brick walls, replacing numerous valves and shut offs along the route, constructing a wooden chaseway in the Media Center to conceal 2 short vertical runs of the new piping. At project conclusion, all the original domestic hot water piping running from the boiler room under the front courtyard has been removed or been abandoned. All new domestic hot water piping now runs completely in spaces above ceilings and behind walls.
- Installed slip-resistant vinyl composition floor tile in the rear cafeteria area sloped corridor at the Mitchell Elementary School.
- Replaced the ceramic tile floors and the partition stalls in both the girls' and boys' restrooms at the Mitchell Elementary School. Both restrooms were completely painted. A shower stall was removed and an additional toilet added in the boys' restroom.
- Installed and wired new window air conditioning units.
- Using funds (\$35,000) from the Spring 2003 ATM Article 34 the entire exterior of the Pollard Middle School was stained or painted including all soffits, steel window trim, overhang areas, and the tongue & groove redwood siding.
- Installed a new water meter including strainer, valves, and miscellaneous piping at the Newman Elementary School as a last step in the water main replacement project overseen by the DPW Engineering and Water Divisions.
- Replaced a six-foot section of electric baseboard heat, including the thermostat, in the concession room at the Memorial Park Fieldhouse.
- Removed five small trees from the High School courtyard and pruned the remaining trees in the courtyard.
- Replaced the main HVAC system air compressor located in the boiler room at the Hillside Elementary School.
- Replaced a 40-gallon electric domestic water heater in the boiler room of the Town Hall.
- Replaced the rotted wooden sill, which supports the entire east facing side of the "barn house" at the Ridge Hill Reservation.
- Replaced the electric openers including wiring runs for two overhead garage doors at the DPW.
- Replaced a six-gallon electric domestic water heater in the repair garage restroom at the DPW.
- Removed (by licensed contractor) approximately 20 feet of 1 ¼ inch asbestos pipe insulation from hot water lines on two ceiling hung heat units in the highway garage at the DPW.

- Replaced the heating system hot water circulating pump serving the children's room at the Library.
- Installed seven illuminated exit signs at exterior leading doors in the Library to accommodate a request from our property insurance carrier.
- Isolated the buss bar grounds on the electrical distribution panels in the "A" Building at the High School and in the 1953 boiler room. An analysis by an electrical engineering firm had suggested that the buss bar isolations may eliminate the frequency of the main circuit breakers tripping for no apparent reason.
- Replaced a clear laminated piece of safety glass (24 inch by 30 inch) in the main house entrance door at the Ridge Hill Reservation.
- Sealed all pipe and conduit exterior wall penetrations in the main switch-gear electrical room at the Newman Elementary School to prevent water from seeping into the room.
- Replaced vinyl composition floor tile on the corridor bridge, which connects the cafeteria and the rear classroom wing at the Newman Elementary School.
- Installed seven isolation valves at the Memorial Park Fieldhouse in order to drain and shut off heat and plumbing to the public restrooms and the upper level meeting rooms in order to save heating dollars during the winter months.
- Replaced the steel pole double gate, which prevents vehicle access to Rosemary Street via the North parking lot of the High School.
- Made major repairs to the master clock system wall mounted console unit and replaced approximately sixty (60) classroom secondary clocks at the Pollard Middle School.
- Replaced four leaking cast iron boiler sections and one three-inch diameter 90-degree elbow on the #1 steam boiler at the Newman Elementary School. These repairs, the costs of which were reimbursed by our property insurance carrier, were caused by a boiler freeze-up during the unprecedented January 2004 cold weather.
- Installed two wall mounted electric heat units in the High Rock gymnasium to augment the problematic gymnasium steam supplied fan shaft blower heat unit. The two units installed had been removed from the Newman cafeteria during one of the recent Newman renovations.
- Installed and wired two new replacement ceiling hung heat units in the DPW highway garage. This project included draining down the building's hot water heating system as well as significant piping work in order to relocate the new units away from the path of vehicles in the garage.
- Replaced approximately forty feet of steam piping in the rear wing crawlspace including one trap, one valve, and one T-fitting at the Newman Elementary School.
- Hired a contract cleaning company to provide final cleaning before the grand opening of the Eliot Elementary School in mid-February 2004.
- Installed a wireless weather station antenna on the roof above the kitchen at the Mitchell Elementary School.
- Hung approximately 30 plaques on the upper level corridor wall of the Broadmeadow Elementary School constituting a "Freedom Shrine" as directed by local Exchange Club volunteers.
- Replaced water damaged ceiling tiles in bunk room, day room, and fire watch room of Fire Station #2.
- Replaced one leaking steel fire tube on the boiler at the DPW.
- Replaced both auditorium stage side curtains with black flame retardant curtains in the Newman Elementary School auditorium.
- Installed 120 feet of bituminous berm along the north edge of the front parking lot at High Rock.
- Replaced 18 heat detectors in the fire alarm system on the third floor of the "A" building at the High School.
- Installed 32 American flags and holders in classrooms throughout the Broadmeadow Elementary School.
- Installed a wall mounted tire rack in the rear garage at the Police Station/Public Safety Building.
- Replaced E.P.D.M. roofs on the concession stand bathhouse and both dugouts at the Mills Field complex.
- Installed a new E.P.D.M. roof on the bathhouse at Riverside Park.
- Installed new 25 year fiberglass shingle roofs on the latrine buildings at the May Street camp property.
- Using funds (\$75,000) from the Spring 2003 ATM Article 36 the following areas were painted: (seven corridors, four stairwells, the auditorium, and the kitchen at Newman), (five restrooms, three classrooms and the teachers' room at Mitchell), (all restrooms, five corridors, three stairwells, and twelve classrooms at Pollard), and (all of Fire Station #1 at the Public Safety Building).
- The South Portico Structural Repair Project at the Emery Grover Building, STM Article 4 from November 2002 (\$120,000) was completed. Work included: Pouring footings, lally column installation, granite stairs reset, steel arch support installation, brick repointing, ceiling and roof repair, and painting.

- Installed a 24-foot wide steel tube heavy-duty locking double gate at the Broadmeadow Road curb cut by the playground of the Broadmeadow School.
- Replaced a line trap located on the main sewer discharge line under the floor in the basement level production center office of the Emery Grover building with straight pipe to resolve a longstanding sewer back-up issue. This project included floor tile removal, jack hammering two feet deep through two existing concrete floors, installing the straight pipe, pouring new concrete to fill the floor, and clean up of concrete dust.

PERMANENT PUBLIC BUILDING COMMITTEE

<i>John Connelly, Chairman</i>	<i>Joseph Carroll</i>
<i>Theodore Crowell</i>	<i>George Kent</i>
<i>Greg Petrini</i>	<i>Paul Salamone</i>
<i>John Halfrey</i>	<i>Steven Popper, Manager</i>

PURPOSE

The Permanent Public Building Committee (PPBC) was formed in June 1996 with seven members who were appointed to be responsible for the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or on Town property. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

FY04 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during FY04. These projects were initiated during the period of 2001 thru FY 2003.

<u>Name</u>	Broadmeadow School Reconstruction and Expansion
<u>Project Status</u>	Ongoing final stages
<u>Authorization</u>	\$15,550,000
<u>Budget Status</u>	On Budget
<u>Architect</u>	DiNisco Design Partnership
<u>Contractor</u>	J. Slotnik Company
<u>Project Mgr.</u>	Gilbane Building Company

This project involved the renovation and expansion of the Broadmeadow Elementary School. This work began in June 2001 and the School building is now occupied. Work continued on various elements of the building. Litigation on contract commitments was resolved in the spring of 2004 culminating with a Mutual Waiver Release and Settlement Agreement with the General Contractor.

<u>Name</u>	Eliot School Construction and Expansion
<u>Project Status</u>	Ongoing final stages
<u>Authorization</u>	\$14,500,000
<u>Budget Status</u>	On Budget
<u>Architect</u>	DiNisco Design Partnership
<u>Contractor</u>	Maron Construction Company
<u>Project Mgr.</u>	Gilbane Building Company

This project involved the demolition of the existing John Eliot Elementary School and construction of a new John Eliot Elementary School. This work was completed and the school building was occupied in February 2004. Certain elements such as completion of the ball field remains to be completed after occupancy.

<u>Name</u>	Hillside School Roof Replacement
<u>Project Status</u>	Ongoing
<u>Authorization</u>	\$480,000
<u>Budget Status</u>	Under Budget
<u>Architect</u>	Gales Associates

<u>Contractor</u>	Hartford Roofing (St. Paul Fire & Marine Surety)
<u>Project Mgr.</u>	PPBC

This project replaced 30,000 square feet of roofing and existing skylight at the Hillside Elementary School with a four-ply asphalt applied roofing system and new skylight. The original contractor went out of business and the project was completed by the Surety. Work began in July 2003, and was substantially complete by September 2003, with the exception of the skylight replacement, which was performed by the Surety in the summer of 2004.

<u>Name:</u>	High School Renovation & Addition
<u>Project Status</u>	Ongoing
<u>Authorization</u>	\$51,300,000
<u>Budget Status</u>	Under Review
<u>Architect</u>	Drummey, Rosanne & Anderson
<u>Project Mgr.</u>	Gilbane Building Company

This design and construction project involves the rebuilding and renovation of 280,080 square feet of educational space at the current location of the High School over a four and a half-year construction period envisioned to start in the summer of 2004. The project began with Town override vote for appropriation in October of 2003. Approximately 2/3 of the space will be new construction replacing sections of the 1950 additions to the High School which will be demolished. Retaining the original "A" building is an integral part of the plan. Students will be phased into the new facility as the staged construction becomes complete. Design was completed in October 2004 and a contract is expected to be placed in December 2004. Phase 0 (rework of exterior parts of the site, including parking) was completed in September 2004. Project completion is scheduled for 2008.

<u>Name</u>	Library Renovation and Expansion
<u>Project Status</u>	Ongoing
<u>Authorization</u>	\$15,700,000
<u>Budget Status</u>	On Budget
<u>Architect</u>	Ann Beha Architects
<u>Project Mgr.</u>	R.F. Walsh Company

This design and construction project involves the renovation and construction of 48,000 square feet of Library space. All additions to the original 1915 vintage building will be demolished and replaced by 38,000 square feet of new space utilizing the current library property. The project was initiated after an override appropriation vote in April 2003. A parking area allowing for 50 spaces will be rebuilt, and utilization of parking in the adjoining Christ Episcopal Church lot by way of a License Agreement with the Church has been initiated. Demolition and abatement of the existing structures began in July 2004 and was completed in September 2004. Construction for the new Library started in October of 2004 and is expected to be complete by November 2005. Temporary library space is being provided in the currently vacated and refitted High Rock School.

The PPBC is challenged by the enormously important and complex projects that have now been appropriated by the Town. Successful execution of these projects is essential to integrate these projects within the Town's fabric.

HUMAN SERVICES

BOARD OF HEALTH

<i>Edward V. Cosgrove, Ph.D., Chairman</i>	<i>Denise Garlick, R.N., Member</i>
<i>Alan K. Stern, M.D., Vice-Chairman</i>	<i>Janice Berns, R.N., M.S., Ed.D., Director</i>

PURPOSE

Elected by the citizens of Needham, the Board of Health is empowered by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Board of Health is to

preserve, protect and improve the public health and social well being of the citizens of Needham by promoting health and preventing disease and environmental pollution.

EMERGENCY PREPAREDNESS

Increasing concern for emergency preparedness, emergent and re-emergent diseases, and new environmental regulations require that the Health Department sustain and increase its environmental oversight, emergency response and broad-based training programs. Emergent and re-emergent infectious diseases, such as Eastern Equine Encephalitis, SARS, West Nile Virus, Lyme Disease, Rabies, Tuberculosis, and the potential for outbreaks, reaffirm the need for strong oversight by the Health Department and prompt investigation of all disease reports. These threats require greatly increased coordination between Town departments and local communities. The Health Department has been a member of the Emergency Region 4B consortium of 27 towns involved in emergency preparedness and response planning. Because of the threat of bioterrorism, the department will increasingly be called upon to support police and fire departments in planning for incidents and addressing community concerns. The Health Department and the Fire Department have Co-Chaired the Local Emergency Planning Committee (LEPC), which meets monthly with Town departments, local businesses, the media, and residents. The LEPC has been working toward full certification from the Massachusetts Emergency Management Agency.

PUBLIC HEALTH CARE AND HUMAN SERVICES

During the past 12 months, the Public Health Nurses have been actively involved in workshops and training, offered by MDPH, centered on increasing competencies to handle bioterrorism, whether biologic, chemical, or radioactive. Presently three of the Public Health Nurses and the Health Department Director are certified smallpox vaccinators.

The Public Health Nurses continue with disease investigation and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. Health Education/Provider Education is a focus of the nurses with newspaper articles and presentations made to the community and day care and camp providers and various committees.

The Public Health Nurses license and conduct health and safety evaluations of the nursery schools, day care programs, after-school programs, summer camps and tanning parlors within the community. They coordinate human service programs such as the Federal Fuel Assistance Program, the Good Neighbor Programs, the Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community.

SENIOR SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past five years of the program, over 443 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE’s goal is to keep Needham’s elders living safely in their homes.

The following communicable disease statistics represent those reported during the last three years, along with some of the screening programs and activities that the nurses performed during the year:

Communicable Diseases

	FY02	FY03	FY04
Campylobacter	9	5	3
Cryptosporidia	2	3	0
E-Coli	1	1	0
Giardiasis	5	3	3
Hepatitis A	3	0	0
Hepatitis B	4	2	3
Hepatitis C	8	6	2
Kawasaski	0	2	0
Lyme Disease	5	20	27
Inv. Haemiphilus Influenza	0	0	1

	FY02	FY03	FY04
Shigella	0	1	0
Meningitis Viral	1	2	4
Strep A			2
Pertussis	1	1	8
Rabies (animals)	1	2	0
Salmonellosis	9	1	0
Tuberculosis			
(Non-Pulmonary)	1	0	0
Positive PPD	0	7	3

Screening Programs	FY02	FY03	FY04
Colo-Rectal Cancer	17	47	51
Employee Office Visits	168	165	172
Glaucoma	24	24	21
Hearing	170	196	146
Mantoux Testing	198	165	276
Police Weight Screening	31	38	45
Skin Cancer Screening	64	43	43
Vision	170	192	146
Wellness Office Visits	2124	2068	2241
Health Telephone Consults	3542	3351	3460
Wellness Clinic – Visits	264	272	254

Immunizations	FY02	FY03	FY04
Influenza			
(doses administered and distributed)	4000	3380	3490
Other Immunizations			
Administered	243	157	140
Local Area Vaccine			
Distribution Doses	20,187	17,489	12,363

Licensed Facilities	FY02	FY03	FY04
Day Camps	7	7	7
Inspections	15	18	24
After School	15	18	24
Day-Care	13	13	13
Day Care Facilities	17	17	17

Total Enrollment	1643	1699	1746
Inspections	103	86	84
Tanning Parlors	3	3	3
Inspections	7	7	6

Assistance & Human Service Programs

	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>
Coordinate Local Assistance (families) *	94	78	94
Federal Energy Assistance (families)	100	110	82
Health Guidance			
Home Visits	109	99	96
Salvation Army/(families)	39	26	21

*Funds/services contributed by local human services agencies, churches and synagogues

Animals Quarantined for Exposure to Potentially Rabid Animals

	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>
Cats (45-day quarantine)	60	43	54
Cats (6-month quarantine)	11	7	14
Dogs (45-day quarantine)	6	8	15
Dogs (6-month quarantine)	0	4	0
Animal Bites			
Cats/Human	3	7	8
Dogs/Human	8	19	19
Dog/Dog			6

ENVIRONMENTAL HEALTH

Environmental health activities are determined by public demand, legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, Right-to-Know, and other State and Federal regulations.

During FY04, the Environmental Health Agents have been actively involved in completing online certifications and attending local and State training programs focusing on all aspects of emergency planning and response.

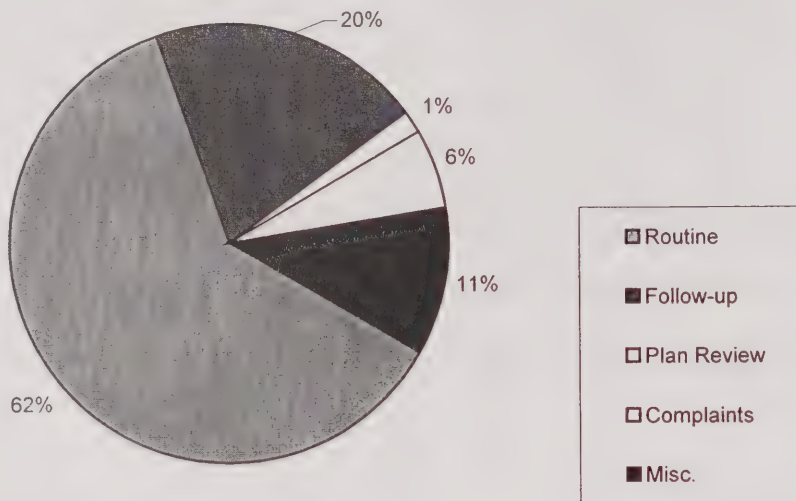
The Environmental Health Agents license and conduct inspections of all retail/food service establishments (including mobile food vendors), tobacco vendors, massage establishments, pools, a bottling company, and establishments that use sharps within the community.

In addition, the Environmental Health Agents conduct inspections of on-going Title V septic system installations, Chapter II sanitary housing units, sub-divisions (for off-street drainage bond release requests), and follow-up on a variety of complaints (air quality, nuisance, rubbish). They review new or renovated food establishment design plans, additions or renovations to homes on septic system plans, demolition applications, septic hauler/installer permit applications, massage therapist permit applications, well (irrigation and monitoring) permit applications. They also review domestic animal permit applications, conduct inspections/quarantine animals as needed, and coordinate the annual rabies clinics. Quarterly tobacco compliance checks are conducted along with responding to work place smoking complaints.

Consumer/Service Provider education is a focus of the Environmental Health Agents with newspaper articles, cable slots, and on-site trainings for discussing current public health topics such as mosquito control and preventing foodborne illness. They continue to actively serve on committees in town.

Following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

**Needham Health Department - FY04
Food Service Inspections (Total =406)**



Inspections and Reviews	FY02	FY03	FY04
Carbonated beverage	1	2	2
Food services inspections- initial and follow-up, plan review and complaints	376	414	406
C. II housing inspections	27	19	16
General nuisance inspections	65	61	98
Rabies Clinics	3	3	3
Title V System inspections/ plan reviews, home additions	52	63	70
Title V Systems installed	7	4	3
Subdivision field inspections/ plan review/correspondence	10	10	12
Swimming pool inspections	13	10	8
Suspect Food borne Illness Reports submitted to state	3	9	3
Demolition reviews	0	76	79

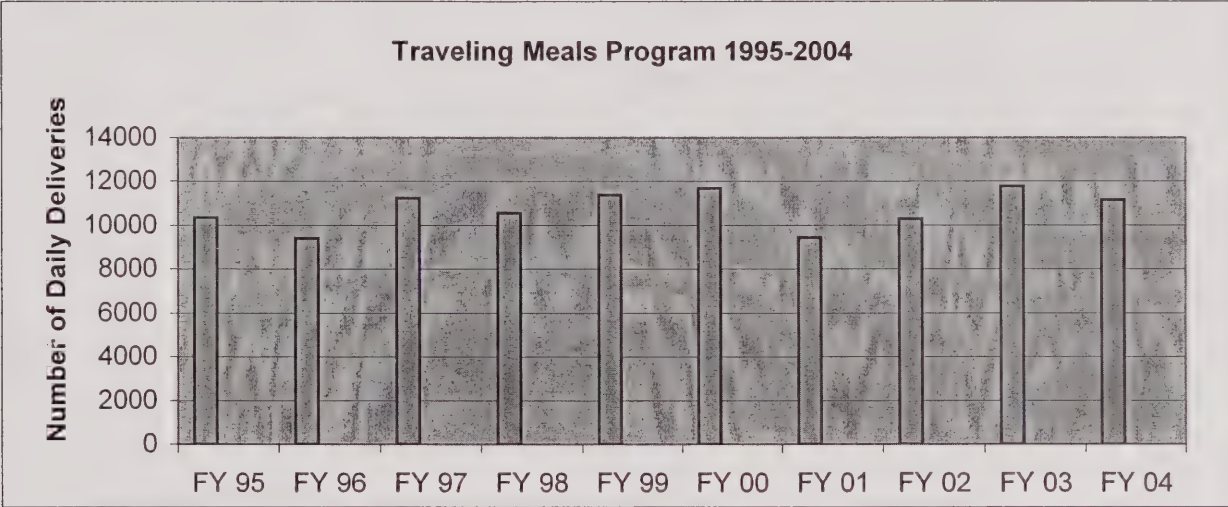
Licenses & Permits	FY02	FY03	FY04
Animal Permits	5	5	5
Bottling Plant Licenses	1	1	1
Burial Permits	435	426	381
Funeral Directors' Licenses	3	3	3
Food Establishment Licenses	122	122	122
One Day & Temporary Event Mobile	34	40	39
Massage Licenses (Therapists & Establishments)	7	7	6
Septic Haulers Permits	34	28	36
Subsurface Sewage Installers	9	9	10
Tobacco Permits	15	18	14
Caterers	17	18	18
	3	2	2

TRAVELING MEALS

The Traveling Meals Program completed its 33rd year of delivering meals to homebound Needham residents in FY04. Due to the dedication of community volunteers, 11,161 deliveries of a two-meal package were made available to homebound Needham residents unable to shop or prepare meals for themselves.

Beth Israel Deaconess Hospital’s commitment to the Needham community has allowed this fee-for-service program to remain at a low cost of \$4.25. Meals are available three days or five days a week with a rotating menu that provides for a balanced lunch and dinner meal.

Donations to and from the FRIENDS of the Board of Health and Traveling Meals Program of \$1,642 and a grant from Springwell, (elder services) of Watertown, MA, supplemented the cost of meals for more than 30 Needham residents needing assistance.



MENTAL HEALTH AND SUBSTANCE ABUSE

The Town of Needham supports children, families and adults by providing funding to *Riverside Community Care*. Through this funding, Riverside provides a continuum of mental health and related services as a payer of last resort. Many of Riverside’s programs and services are located and delivered within the Town of Needham. In FY04, Riverside provided services to 275 Needham residents.

- Riverside met its long-standing goal of purchasing Needham property to house services presently at 460 Hillside Avenue. The new properties are located at 255 and 237 Highland Avenue in Needham. The Early Intervention program and Youth and Family services will occupy the larger of the two buildings at 255 Highland Avenue.
- The Riverside Early Intervention Program provided almost 4,000 hours of service to 166 developmentally at-risk Needham children from age birth to three years.
- The Riverside Outpatient Center and Day Treatment Program provided several thousand hours of individual, group, family counseling and/or medication services to 91 Needham residents last year for problems such as major mental illness, parent/child relationship, school problems, substance abuse, employment issues, domestic violence, and eating disorders.
- The Riverside Alternative Youth Services Program serves teens and their families who are facing crises with alcohol and drug abuse, serious and destabilizing family conflict, eating disorders or serious emotional problems. In FY04, Riverside AYS staff provided 217 service hours to 17 Needham families, in addition to providing consultation to school staff and participating in community activities. These were Needham adolescents who were at risk of hospitalization or residential placement. The Riverside Alternative Youth Services Program is fully supported by the Towns of Needham, Newton, Wellesley and Weston, and is currently housed at Riverside Community Care’s offices at 460 Hillside Avenue.

- The Life Skills Center provided intensive clinical day treatment services to four Needham adolescents who were temporarily unable to function in a school setting due to severe emotional problems.
- The Riverside Family Partnership offers short-term therapeutic treatment options for youth residing at home, in residential programs, and in hospitals. Last year four Needham families received approximately 400 hours of service through the Family Partnership.
- The Riverside Emergency Service Team provides 24 hours, 7 days per week mobile support to Needham residents with mental health or substance abuse emergencies.

MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES

The *Charles River Association for Retarded Citizens, Inc.* provides the following services for people with mental retardation and/or developmental disabilities and their families in the Town of Needham and many surrounding towns.

- Residential Placement – Group Supported Apartments
- Family Support Social Services and Advocacy
- Recreational and Respite Care Services
- Vocational Training, Job Placement and Support
- Therapeutic Day Services & Senior Citizen Day Supports

For a complete Annual Report contact: Charles River ARC, 59 East Militia Heights Road, Needham, MA 02492 (781) 444-4347 or the website at www.crarc.org.

HIV/AIDS ADVISORY COUNCIL

The mission of the HIV/AIDS Advisory Council is to educate the community about HIV/AIDS.

Activities have included:

- World AIDS Day Candle Lighting Ceremony
- Hosting the Names Quilt at Needham High School and Pollard Middle School
- Dissemination of educational information and displays
- Speakers, panels, adult education seminars
- Liaison to Town boards
- Reviewing the HIV/AIDS curriculum in the school system

EAT WELL/BE FIT NEEDHAM

A community-based health and wellness initiative designed to increase awareness of, and to implement programs that address the healthy balance of nutrition and fitness, in keeping with the initiatives goals. Activities have included:

- *Healthy Alternatives for Celebrations* brochure to all grammar schools, parents, students, staff
- Collaboration with other towns and Metco
- Educational and informational fairs
- Outreach to local restaurants
- Monthly *Eat Well/ Be Fit* column in *The Needham Times*.

NEEDHAM DOMESTIC VIOLENCE ACTION COMMITTEE (DVAC)

This committee's mission is to educate the community on the issues of domestic violence.

Activities have included:

- *Yellow Dress and Silent Witness* productions
- Funded educational programs and materials at Needham High School
- Traveling art show developed by NHS students
- *Silent Witness* program
- Dissemination of educational information and displays at 4th of July, Flea Market, and Town Days
- Educational inserts in the water bill
- \$500 Scholarship to graduating NHS senior

GRANTS AWARDED/DONATIONS RECEIVED

\$20,000	Human Services: grants and donations from local churches, synagogues and other community organizations to assist needy residents in obtaining fuel, medical, food stamps and other emergency assistance as needed.
\$11,125	Bioterrorism Preparedness: grant from the MDPH to purchase equipment and supplies.
\$21,860	Springwell grant for individuals in the Traveling Meals Program who are unable to pay cost of their meal.
\$3,379	FRIENDS of the Needham Board of Health and Traveling Meals Program, Inc. The FRIENDS group was formed by Needham residents to assist the Board of Health in raising and obtaining funds for programs no longer fully supported by federal, state and local government programs. Funds are used to buy emergency preparedness supplies, to assist Traveling Meals clients pay for meals, and to assist residents with fuel, electrical and medical expenses. Participants must meet federal eligibility requirements or have other demonstrated need.
\$3,000	CHNA#18 (MDPH): Community Health Network Area of 8 Metrowest Towns that focused projects on Public Health Advocacy.
\$1,500	Regional Cooperative Grant from Crossroads Community Foundation to collaborate with the Wellesley Health Department on the development of training modules, assistance to carry out mandated functions, and assistance with department responsibilities due to sick leave and/or position vacancy. A Memorandum of Understanding was approved by Town Meeting in May 2004.
\$30,000	Volunteer Services provided over 3,000 hours (approximately equal to \$30,000 in salary) to pack and deliver meals to clients in the Traveling Meals Program.
\$2,018	Needham Domestic Violence Action Committee: donations from local businesses and residents to provide educational programs of this committee.
\$896	HIV / AIDS Advisory Council: brought the AIDS Quilt and educational program and materials to the High School and Middle School.

FY04 HIGHLIGHTS

For FY04, the Health Department reports the following highlights:

- Recognized as one of eleven towns and counties nationally as Public Health Ready.
- A Memorandum of Understanding was signed with the Town of Wellesley and approved at Town Meeting to assist each other in emergency situations.
- An Indoor Air Quality Testing Policy was developed and approved/signed by the Selectmen, the School Committee, Municipal Building Maintenance Board, Permanent Public Building Committee, Park and Recreation Commission and the Board of Health.
- 2,100 persons participated in the flu immunization clinics and over 1,400 doses were distributed to local nursing homes, and pediatric practices.
- Capacity in nursery school, day care and before and after school programs licensed by the Health Department increased to 1,746.
- 406 food service inspections were conducted on 122 establishments.
- More than 5,900 persons visited or consulted the Health Department for wellness and blood pressure checks or health information.
- The Traveling Meals Program delivered over 11,161 meals.
- 116 pets were placed under quarantine by the Animal Inspectors.
- The Health Department web page continues to grow and includes application forms, links and educational information. Please view us at www.town.needham.ma.us/boh

DEPARTMENT OF VETERANS' SERVICES

John J. Logan, Jr., Department Manager

PURPOSE

- To carry out functions assigned to the office by Chapter 115 of the General Laws of Massachusetts for the towns of Needham and Dover
- To keep a depository of discharges and records of veterans
- To oversee the disbursements of veterans' benefits to veterans and their families
- To see that all veterans' graves have a flag on them for Memorial Day
- To see that all veterans' graves in Needham are kept and cared for
- To help veteran's families in completing VA forms to acquire pensions, insurance and other benefits to which they are entitled
- To insure that veterans who die without funds are properly interred

FY04 HIGHLIGHTS

- The Memorial Day Parade
- Veterans' Day Ceremonies at Memorial Park
- Decorating 1600 veterans' graves at St. Mary's and Needham Cemeteries for Memorial Day
- Maintain a list of personnel serving in the US Armed Forces presently deployed in Afghanistan, Iraq, and throughout the world.

NEEDHAM YOUTH COMMISSION

<i>John Romeo, Chairperson</i>	<i>Katie Finesilver</i>
<i>Connie Barr, Vice-Chairperson</i>	<i>Tom Lambert</i>
<i>Doug Levy</i>	<i>Cathy Lunetta</i>
<i>Tom Tannozzini</i>	<i>Debbie Winnick</i>
<i>Jon Mattleman, Director of Youth Services</i>	

PURPOSE

The mission of the Needham Youth Commission is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family interests; Partnering with other youth and family service agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

The Needham Youth Commission operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the Youth Commission's services are reaching more people and having a greater impact, it is clear that the need for such services far outstrips the department's resources; thus, many in Needham are not receiving support. The Youth Commission has worked diligently to construct meaningful services designed to meet the increasing and ever-changing needs of the Needham community.

FY04 HIGHLIGHTS

Website: Over the past year, 28,440 "hits" were registered on the Youth Commission website. Residents learned about our services, registered for programs, read the Youth Commission's Annual Report, viewed pictures of the staff, and much more. Special thanks to the Information Technology Department for their support in establishing this vibrant website. Please visit the Youth Commission online at www.town.needham.ma.us/youth.

Individual/Family Counseling: The Masters level clinicians on staff are skilled at working with youth and their families experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; and mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. Perhaps the most frightening area of concern is that young people were encountering more complex issues at a younger age. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a serious drug problem. In the past year 663 hours of counseling were provided to Needham youth and their families.

Counseling/Psycho-Education Groups: Group counseling/psycho-education was a practical and effective mode of treatment and allowed the staff the opportunity to interact with greater numbers of people over the past year. Group intervention offered a unique opportunity for young people to learn about issues which effect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note in FY04 was the “Extreme Looks” Program, a four-day mind/body/spirit group for girls. In FY04, 222 hours of group counseling/psycho-education services were provided.

Parents Please Talk With Your Mouth Full: “Parents” was a unique collaboration between the Youth Commission and Sweet Basil Restaurant. During these one-evening workshops, parents enjoyed a terrific meal and had the opportunity to share, learn, laugh, and talk about the joys and challenges of parenting (prior to the workshop parents are assigned a book about parenting). The workshops were offered to parents of middle and high school age youth. During the “pilot year” 40 parents participated in this new program.

Substance Abuse Awareness Program: The Youth Commission continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy lifestyles. All participants and their parents attended an Alcoholic Anonymous (AA) or Narcotics Anonymous (NA) meeting to assist in transmitting the message that drugs and alcohol can impact any person without regard to age, gender, or status.

Active Parenting of Teens: This program was created to encourage parents to continue to develop their parenting skills. Funded by Beth Israel Deaconess Hospital – Needham Campus, the 12-hour Active Parenting of Teens workshops have “graduated” over 400 parents since 1998. In addition to this workshop, follow-up Parent Dialogue Groups continued to meet to discuss issues related to raising healthy children and promoting wellness.

KIDS (Kids Involved In Divorce and Separation): Sponsored by the Needham Education Foundation, Inc., this program was created to support and provide information for children, youth, parents, and families regarding the issues of divorce and separation. KIDS provided survival guides containing useful information designed to educate children and parents about resources that would be beneficial during such a life transition. Lastly, the program established a library housed at the Needham Public Library complete with books, pamphlets, resources, websites, and videotapes to give children and families the resources to learn about the divorce issues they face and feelings they experience.

PEEPS (Positive Education for Experiencing Peer Stress): PEEPS was an interactive workshop for 6th grade students that explored the issue of friendship. The goals of the workshop were to identify qualities students would like in a friend, understand that friends and friendships change, and to share experiences and hear feedback regarding how students would like to be treated by their friends. Over the past year, 100 youth participated in this program.

Picture Perfect: Picture Perfect was a workshop for 8th graders that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth can feel about themselves. The goals of the workshop were to help students learn to identify gender role stereotypes, to understand how stereotypes are portrayed in the media, and to investigate how media messages impact them on a daily basis. In FY04, 225 youth participated in this program.

LINCS Program: The LINCS Program (**L**oss **I**nformation and **C**ommunity **S**upport) was designed in collaboration with the Needham Public Schools and was funded by the Tolman Trust Fund. LINCS'S mission was to assist youth in addressing the frequently upsetting, overwhelming, and confusing issue of "loss." This included, for example, the death of a parent or grandparent, the separation/divorce of parents, the loss of a cherished pet or possession, or the break-up with a boyfriend/girlfriend. Loss is a topic youth will be dealing with more and more as they get older, and it is critical to understand the impact loss can have upon a young person's academic, physical, social, and emotional well-being. The LINCS program engaged 325 youth in FY04.

Teen Dating Violence Program: In conjunction with the Needham Domestic Violence Action Committee, the Youth Commission provided seminars on Teen Dating Violence for all 9th graders at Needham High School. The seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Over the past year, 325 youth were involved in this program.

Drug and Alcohol Seminars: In conjunction with the Needham High School Guidance Department, the Youth Commission provided seminars on Alcohol and Drugs to 9th graders at Needham High School. The seminars provided information on alcohol advertising, blood alcohol content, the effects of alcohol on the body, marijuana and other drugs, school policy, state laws, and statistics from the Massachusetts Youth Risk Behavior Survey. The seminar provided information via interactive activities, lecture, and a short video clip. In FY04, 120 freshmen at Needham High School participated in Alcohol and Drug Seminars.

Needham Unplugged: Electronics are a wonderful part of life --- people learn, communicate, and access information from electric powered devices and watch TV or surf the Internet as a way to relax and to relieve the stress of daily life. Unfortunately being so "plugged in" can isolate people. Instead of interacting with family and friends, people all too often become passive voyeurs. Needham Unplugged was an awareness campaign to remind families and residents to "unplug their electronics" and "plug into" each other. "Unplugged" was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's "unplugged" occurred on March 11th as it was a no homework, no sports, and no meeting night for the Needham Public Schools, and there were no town meetings and virtually no civic, religious, or community meetings took place in Needham. This night of "nothing" was a welcome relief to youth, parents, adults, and families. Many area communities such as Newton and Belmont were impressed enough to replicate this program in their communities. Special thanks to partners at the Park and Recreation Department and the Charles River YMCA and to the Needham Public Schools for their support.

Employment and Volunteer Programs: The Employment Program consisted of two primary services: 1) Youth were linked with residents and provide around-the-home support in the form of babysitting, yard-work, and snow removal; and 2) Youth investigated employment opportunities in local businesses such as offices and restaurants. Additionally, the Volunteer Resource Directory was created to inform youth of area volunteer opportunities. In FY04, these programs fielded 326 inquiries.

NOTE: In partnership with the Franklin W. Olin College of Engineering and the Needham Public Schools, NOTE (**N**eedham **O**lin **T**echnology **E**xchange) was a community collaboration that helped to close the "digital divide." This program encouraged Needham residents to donate old computers, Olin College students refurbished these, and the computers were then installed in Needham homes that previously had no computers.

Peer Tutor Program: The Youth Commission's Peer Tutor Program represented a progressive youth-to-youth collaboration. This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. The Youth Commission's role consisted of outreach to potential participants, training of high school volunteers, monitoring weekly tutoring sessions, providing support if problems occur, and facilitating communication between volunteers and participant families. Over the past year, Peer Tutor Program volunteers provided 1,203 hours of support to younger students.

RAY of Hope Program: RAY (**R**ecognize **A** **Y**outh) was established by the Needham Youth Commission in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, each month a young person was selected as the RAY of Hope recipient and was awarded a certificate from the Youth Commission and a

check from a member of the Needham Business Association. The RAY of Hope program validated youth and recognized their role in making the Needham community a special place to live.

SADD (Students Against Destructive Decision): SADD's mission was to support students in providing the school and community with information, facts, and food for thought on topics of concern to young people. The new, expanded philosophy embraced the notion that each individual benefits from making informed choices about his or her behavior and beliefs. This past year, SADD provided a variety of awareness campaigns to the students at Needham High School on topics such as sexual assault, teen dating violence, STDs and stress.

FFLIX (Films for Females Living In the NeXt Generation): This exciting "pilot" program offered to high school teens provided an opportunity to watch a "women's issues" movie, discuss the messages in the movie, talk about the challenges of being a female, share free food, laugh, learn, and be with friends (the premiere film was "Real Women Have Curves").

Books and Bridges - The Parent/Child Book Club: Using literature as a bridge between generations, this program consisted of an interactive two-session program for mothers and daughters, fathers and sons, and parent and sons, and parent and daughters to explore issues of mutual interest and concern. In FY04, 60 youth and their parents participated in this program.

Project VAN (Volunteers Around Needham): VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River ARC, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, and Wingate at Needham. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 350 person-hours of free volunteer services over the past summer.

Diversion/Restitution Program: In conjunction with the Needham Police Department and the Dedham District Court, the Youth Commission continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. The Youth Commission's role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the following sites: Needham Public Library, Needham Police Department, Needham Fire Department, and Needham Council on Aging. In FY04, the Youth Commission monitored 423 hours of community service to the Town of Needham.

Graduate/Undergraduate Internship Program: In FY04, the Youth Commission welcomed a clinical Graduate School Intern from Boston College to provide individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. Over the course of the academic year, this intern provided over 600 hours of free service to the Needham community.

Seminars/Workshops/Presentations: The Youth Commission designed and facilitated numerous trainings in the past year including a training for new Needham Public School Staff, Babysitter Training Seminars, Bully and Harassment Workshops, presentations at the schools and in the community and many others. In FY04, the Youth Commission worked with a total of 1,846 youth, parents, and professionals in seminars and/or workshops.

E-Mail Sign Up: In an effort to inform youth and families of the services of the Needham Youth Commission, e-mail addresses from residents were accepted and information was sent regarding programs. By the end of FY04 hundreds had registered for this free service. To register, residents may send an e-mail complete with their name and the age(s) of their children to: Needhamyouthcommission@town.needham.ma.us.

Partnerships: The Youth Commission devoted considerable time working with the larger community and over the past year collaborated with groups such as:

Needham Domestic Violence Action Committee
(DVAC)
YMCA Charles River Branch
Beth Israel Deaconess Hospital – Needham Campus
Needham Business Association

Needham Community Wellness Collaborative
Needham Clergy Association
Needham Public Library
Needham Council on Aging
Needham Park and Recreation

Riverside Community Care
Regional Center for Healthy Communities
Needham Community Council
Needham After Dark

Needham Public Schools
Community Health Network Area
Olin College

The Youth Commission received grants and/or donations from the following organizations: Needham Community Council, Beth Israel Deaconess Hospital – Needham Campus, Needham Community Council, Tolman Trust Fund, local businesses, private citizens, and many others.

Publications: The Youth Commission created and/or distributed the following original publications in FY04 (many of the below are available online at <http://www.town.needham.ma.us/youth/YCpublications.htm>):

Needham Youth Card
KIDS Survival Guide
Parent Guide to Teen Parties
Ask the Youth Commission

Youth Source
Parenting Literature
Making the Middle School Years Work
Networks Book

NEEDHAM COUNCIL ON AGING

Betsy Tedoldi, Chair
Susanne Hughes, Vice-Chair
Roma Jean Brown
Dan Goldberg
Vivian McIver
Andrea Rae
Sharon Lally, Executive Director

Carol deLemos
Jan Dorsey
Morrie Dettman
Helen Hicks
Nina Silverstein
Derrek Shulman

PURPOSE

The Needham Council on Aging's mission is to respond to its older residents' needs by providing a welcoming, inclusive, and secure environment where individuals and families benefit from programs, services and resources that enhance their quality of life and provide opportunities for growth. The Needham Council on Aging was established by Town Meeting in 1957, the first in the State, and continues to fulfill the original purpose, which is to:

- Identify the needs and concerns of Needham's elderly and retired persons and those approaching retirement age;
- Design, promote, coordinate and implement services and programs to meet those needs and concerns; and
- Inform the community and enlist support and participation of all citizens in this effort.

The Council on Aging is directed by a 12-member board appointed by the Selectmen. The Board of Health, Park & Recreation Commission, Housing Authority, School Department, and the Library each nominate one member. The Board is responsible for determining the policies of the Council on Aging in response to the expressed needs of elders in the Town through annual surveys, a careful analysis of local needs as well as local and national standards of health care, recreation, education, and service needs.

The Stephen Palmer Senior Center is located at 83 Pickering Street where the professional Council on Aging staff oversees services and programs. Staff provides information, referrals, and assistance to elders and their families. The Center hours are Monday-Friday, 9:00 a.m.-4:00 p.m. The Council on Aging office, located at the Stephen Palmer Senior Center, is staffed Monday-Friday, 8:30 a.m.-5:00 p.m. throughout the year.

FY04 HIGHLIGHTS

- Re-organized a few vacant part-time positions, which ultimately brought benefit to the department by way of increased and improved daily cleaning services in the Senior Center.
- Purchased, totally with donations received, a new, handicapped accessible, lift-equipped, 12-passenger van for its transportation program. Acquiring this van enabled the Council to expand its grocery shopping service to

several days a week. At the same time, the Council was able to significantly reduce its transportation budget by eliminating the weekly bus rental for grocery shopping. The Council hired two part-time van drivers to operate the van, whose salaries are funded through the Transportation Revolving Account.

- Received and implemented a two-year federal Title IIIB grant from Springwell, Inc. for \$4,600 for the Project B.A.G.S. Program, an expanded grocery shopping assistance program for seniors. A part-time Outreach Worker was hired to administer the program with the grant funds provided.
- Conducted a very successful lecture in memory of its founder, Dr. Dorothea Willgoose, which focused on issues facing the gay and lesbian senior community, and was really a groundbreaking effort for Needham. A team from the LGBT Aging Project in Boston, who had been doing research on these issues on a grant, were present to share their findings and their experiences with the audience, which consisted of various constituencies.
- In conjunction with AARP, the Council on Aging held a two-day Mature Driving course at the Senior Center, which was filled to capacity. Participants included Needham's 85+ population, 54% of whom indicated they were still driving, according to the recent annual 85+ Outreach Project.
- A volunteer Refurbishing Committee spruced up the Senior Center, transforming the décor, at no cost to the Town or the Council on Aging. Supplies and labor were all donated by local businesses.
- The Friends of the Needham Elderly funded the purchase and installation of a floor-to-ceiling soundproof room divider in the large multi-function room, which provides opportunities for expanded programming.
- Through the re-organization of a staff position and staff offices, a small computer room was created for senior use in the senior center, using donated computers. The Council on Aging is now able to offer small computer classes, and an opportunity for personal use at designated times.
- The all-encompassing project and accomplishment for FY04 was the self-assessment phase of the Senior Center Re-Accreditation Project. Seventy-four staff and volunteers worked for ten months and organized this massive effort, through the organization of nine standards committees. A final four-inch Re-accreditation Portfolio was completed and submitted to the National Institute of Senior Centers for their review, in anticipation of receiving an on-site Review from a National Representative in the Fall of FY05. Needham's Senior Center was the first senior center in Massachusetts to be nationally accredited five years ago, twentieth in the nation, and may be the third in the nation to be re-accredited.

The Council on Aging continues to try to find the means to address the unmet needs of seniors in this community. An ongoing effort, the greatest need is for more space for needed and requested programs and services. The COA receives continual requests for senior programs for which there is not sufficient space to hold them. Although exercise programs are available four times a week, there is a waiting list for exercise classes, due to the lack of space. Programs such as line dancing, wellness programs, craft and art programs, and confidential meeting space are constant requests, which cannot be met due to space limitations. Additionally, the need for centrally located rest room facilities, and more of them, is growing due to the growing frailty of many of the seniors who continue to visit the center. Another unmet need, which the COA is faced with, includes the provision of Adult Day Care services for those frail seniors who are aging in place and for whom the Senior Center, as it is, is no longer an appropriate setting.

The Council on Aging will continue to work diligently toward obtaining a new Senior Center facility, in order to not only accommodate the current senior population, but also to meet the needs and interests of the oncoming Baby Boom generation, whose numbers are predicted to at least triple over the next 10-15 years, and also for those oldest seniors, whose longevity has surpassed the expectations of almost everyone.

As people live longer and try to maintain their independence in the community, it is necessary for the Council on Aging to respond to the need for assistance, not only for the seniors themselves, but also from middle-aged people who find themselves responsible for caring for their aging parents and/or other relatives. All are turning to the Council on Aging for information and assistance.

COMMISSION ON DISABILITIES

Elaine Saunders, Co-Chair
Jeanie Martin, Co-Chair
Susan Crowell, Secretary
Frank DerSarkisian

Dale Wise
Susan Rains
Karen Peirce
Trudi Farnham

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month with the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed municipal official, and other interested Needham residents.

In FY04, there were 8 members with one vacancy.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To provide grants to community based organizations so that persons with disabilities can participate more fully in programs and activities in Needham.

FY04 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living in Framingham on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the Architectural Access Board (AAB) regulations.
- Provided handicapped parking signs that comply with state regulations and town By-laws at a reduced cost to Needham businesses and town departments.
- Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to work with local officials to ensure compliance with state and federal laws regarding placement and number of properly engineered curb cuts and crosswalks within the town.
- Worked with representatives from School Administration, a liaison from the School Committee, Municipal Building Maintenance Board (MBMB), Permanent Public Building Committee (PPBC) and the Massachusetts Office on Disability to ensure accessibility in Needham Public Schools, in particular the new construction at the Eliot School.
- Continued working with Library Board Trustees and representatives from PPBC to advise them of changes needed to meet ADA requirements regarding the use of High Rock as an interim library.
- Met with representatives from the PPBC, Library Board Trustees and architects to advise them of requirements needed to comply with federal and state laws, in particular related to accessibility of entrances at the renovated library.
- Met with representatives from the PPBC, school administration and architects to advise them of requirements needed to comply with federal and state laws, in particular related to the renovation of the high school.
- Began creation of the Town of Needham Self-Evaluation survey for distribution to all departments to assess programmatic and architectural access.
- Met with representatives from the Needham Historical Society to discuss issues of accessibility and accommodation for their potential move to the Newman School site.

- Continued to award grants to individuals and organizations for materials and programs relating to people with disabilities. (Funds made available from handicapped parking fines.)
- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Worked with town and school representatives in an advisory capacity to ensure the accessibility of playground surfaces and equipment at the Eliot School.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Submitted articles for publication in the Needham newspapers with highlights of monthly NCOD meetings.

For further information about the Needham Commission on Disabilities, and in particular about serving on the commission, please call NCOD at (781) 455-7500.

CULTURAL AND LEISURE SERVICES

PARK AND RECREATION COMMISSION

Philip V. Robey, Chairman
James F. Sargent, Vice-Chairman
William R. Dermody

Richard B. Weitzen
Jeffrey I. Meropol
Patricia M. Carey, Director

PURPOSE

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages
- Serves as steward of over 300 acres of public parkland and the Town Forest; and schedules recreation and athletic facilities
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility
- Provides long-range open space and recreation planning
- Coordinates and provides support services for many community organizations
- Provides youth leadership training and volunteer resource development

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission meets on the second and fourth Mondays of each month.

FY04 HIGHLIGHTS

The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.

ENVIRONMENTAL BENEFITS

- Participated in enforcement of Town of Needham policy on Integrated Pest Management (IPM) with the Board of Health and assisted with enforcement of IPM Plan and Child Safety Act
- Worked with the Planning Board, Conservation Commission, and Management Information Services to finalize a comprehensive listing of Town-owned open space to assist with the development of an updated Open Space Master Plan
- Participated with representatives of other boards to prioritize listing of open space areas, noting which areas are available for uses other than current use
- Through the Permanent Public Building Committee, returned the former gravel pit to its original contours with the use of clean fill from the High School renovation project
- Consulted with landscape architects on outdoor plans for High School renovation
- Approved creation of retention basin in the Rosemary Pool parking lot to assist with storm water drainage after the renovations of Needham High School and the Needham Public Library

- Eagle Scout project at canoe launch area at the corner of South Street/Dedham Avenue finalized with improved access, picnic area, and parking
- Reopened Cricket Field for use after year-long renovation funded by Needham Soccer Club
- Studied the possibility of converting two multi-purpose athletic fields into synthetic turf fields
- With the DPW Parks Division and Health Department, studied the possible solutions to decreasing the Canada Geese population through humane methods
- Participated in Field Study Committee, reviewing options to deal with overuse of athletic fields

ECONOMIC BENEFITS

- Commission waived Summer Program and Rosemary Pool fees equal to \$23,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities
- Commission generated almost \$282,000 in revenue that was deposited into the Town's General Fund
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs
- Participated in Community Preservation Act Study Committee, which was recommended to and approved by Town Meeting and was placed on the November, 2004 ballot
- Commission approved the movement of clean fill from the High School to the former gravel pit off Greendale Avenue creating a savings for the High School renovation project
- Women's Club donated full financial support for the summer Children's Theatre program
- Needham Cultural Council, Louise Condon Realty, Needham Exchange Club, Dedham Savings Bank; Avery Crossings; Needham Business Association; Citizen's Bank; Gilbane Corp.; Tom Nutile Band, and many Needham residents donated funds in support of the 2004 summer Arts in the Parks concert series
- Began working with Cricket neighbors on the planning process for a new playground and fundraising campaign
- Worked with young Needham resident who prepared and repainted the playhouse at DeFazio Park
- Participated in review process for the change in government to a Town Manager form of government
- Instituted Field Maintenance Fee, for groups using town-owned athletic fields, to assist DPW Parks and Forestry Division with costs related to maintenance of athletic fields
- Coordinated storage space with Wellesley Municipal Light at Claxton Field during electrical project, resulting in paving of the Claxton Field parking lot at no charge to Town of Needham
- Department offered programs in the fall/winter/spring through the use of a revolving fund fees, generating almost \$135,000 in revenue for the cost of running those programs, and fee-based services

COMMUNITY BENEFITS

- Appointed by the Board of Selectmen, the Commission continued to serve as the Landfill Reuse Advisory Committee, and developed additional information on access to the site
- Department continued to work with School Department on safe playgrounds, overseeing the installation of the Kindergarten equipment at the Eliot School; assisting with updating of playground equipment at Hillside School; and repairing multiple pieces of playground equipment at Newman School
- Repaired roofs of park building through capital improvement program
- Continued to study possible use of Nike Site for athletic fields with committee created by School Committee
- Continued to work with Needham Community Wellness Collaborative, participating in its initiatives, including Eat Well/Be Fit Needham
- Assisted with communication for Eat Well/Be Fit Needham committee, including monthly newspaper articles, and creation of "Recipe of the Month" program
- Held Field Scheduling Summits, for second year, with sport league officials regarding annual use of athletic fields and began long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants
- Worked with elementary school PTC's on issues related to youth sports and health of participants
- Participated in interviews for new Director of High School Athletics and Activities
- Worked with Director of Municipal Building Maintenance to re-draft regulations for use of school buildings
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with "Touch the Trucks," an annual community event
- Participated in Community Housing study

- Assisted with 3rd Annual David Retik Race, based at DeFazio Park, held in memory of a Needham resident who died on September 11th

PERSONAL BENEFITS

- Director was presenter at several local organizations, including the High School panel on Town Meeting
- Assistant Director served as the Town's representative on the Needham Commission on Disabilities, assisting with distribution of new booklet explaining the purpose of the committee and the creation of an on-line survey
- Park and Recreation Commission member Tom Conroy resigned, and Bill Dermody was chosen unanimously by the Commission and Selectmen to replace Mr. Conroy until the spring election, at which time Mr. Dermody won the election to complete the remaining two years of the position
- Long-time Park and Recreation Commission members Jeff Meropol (15 years) and Jim Sargent (13 years) were celebrated for their contributions to the community as they retired from their positions in April. The Commission welcomed new members Cindy Chaston and Chris Dollase to the commission after the April election
- Assistant Director oversaw enhanced summer staff training, with assistance of MBMB and DPW on safety issues
- Participated in national study and campaign, "Pool Cool," designed to teach staff and children about sun safety and the prevention of skin cancer
- Assistant Director oversaw development of new program offerings, including Razzle Dazzle, revised youth tennis lessons, Summer Family Volleyball, Aquacise, Yoga for Young Athletes, Mass Wildlife Angler Education, and revised Adult Badminton
- Assistant Director worked with YMCA and Youth Commission on Needham Unplugged, including one family night without homework, meetings or events
- Director and/or Assistant Director attended workshops and seminars, including landfill reuse, playground safety and ADA requirements, the concerns related to overweight children and obesity; the study of youth sports, integrated pest management, the building of natural and artificial athletic fields, safe pool operations, creative programming, and training of staff
- Director continued to write monthly newsletter article for the Massachusetts Recreation and Park Association that provides information to elected and appointed board members on Park and Recreation boards

MEMORIAL PARK

<i>Robert C. Casavant</i>	<i>Joseph McSweeney</i>
<i>John S. Gallelo</i>	<i>Ronald Sockol</i>
<i>Charles J. Mangine</i>	

PURPOSE

- To provide a multiple use gathering location dedicated to the community, in a safe and pleasant environment, honoring our veterans.
- The 13.5 acre grounds, building and schedule use and operation of the facilities, is governed by five (5) elected Memorial Park Trustees.
- Memorial Park is the site for many community activities such as baseball, football, and use of the track. Town civic organizations use the grounds for multiple uses and the Park and Recreation uses it for family entertainment events during the summer. It is used by organizations such as Legion Baseball, Little League, Pop Warner and the Needham Track Club.
- A large number of organizations utilize the Memorial Park building to conduct meetings and house special events such as the Exchange Club's annual fruit sale.
- To provide a visible, attractive board for organizations to post and advertise up-coming events. To provide an eye-catching pleasant environment to sit and enjoy. The grounds are maintained by the Park and Forestry Department.

FY04 HIGHLIGHTS

- Needham High School Graduation exercises for the class of 2004
- The Exchange Club's Fourth of July festivities and fireworks display
- The Ellie Bloom Special Olympics for citizens with special needs
- Arts in the Park sponsored by the Park and Recreation Department
- The American Cancer Foundation fundraiser all night walk around the track
- The Veterans' Day Memorial Day service to honor veterans
- The replacement of the Memorial Park building roof and placed new fencing around the parking lot, through fundraising and volunteer efforts.
- Continued the upkeep of the Memorial Park Garden

NEEDHAM FREE PUBLIC LIBRARY

Lois, F. Sockol, Chair *Gregory J. Shesko*
Lois C. Bacon *Emily M. Salaun*
Thomas M. Harkins *Sally B. Powers*
Gail B. Hedges *Ann C. MacFate, Director*

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19.

PURPOSE

The Board of Library Trustees has adopted the following Vision and Mission Statements.

VISION STATEMENT

- Everyone will have access to the materials and information needed to satisfy educational, recreational, and cultural needs.
- Everyone will have the opportunity to develop the skills needed to locate, evaluate, and effectively use information in a changing technological world.
- Everyone will have access to programs that will help to develop reading/viewing/listening as a recreational pleasure and to view the library as more than an information outlet.

MISSION STATEMENT

- The Needham Free Public Library provides a high-demand, high-interest collection of print, non-print, and electronic materials to satisfy community needs for current titles and for information that will fulfill general requirements, formal education support, lifelong learning, and business and career needs. The library also maintains a Town Archives Collection and a Local History and Genealogy Collection. The library provides the necessary assistance to access all collections of materials.
- The Board of Trustees supports the American Library Association's *Library Bill of Rights*.

DEPARTMENTAL STATISTICS

Adult Department:

Circulation (books, videos, CDs, cassettes, periodicals)	265,430
Books loaned to other libraries	27,751
Books borrowed from other libraries	34,562
Overdue notices and bills sent	2,042
Reserves placed	4,687
Total money returned to Town from fines, fees, lost books, etc.	\$56,875.78

Reference Department:

Reference questions answered	19,743
Directional questions answered	1,562

Reference books checked out overnight	182
Number of people using Genealogy Room	127
Remote Access	48,501
Children's Department:	
Circulation (books, videos, records, CDs, cassettes, periodicals)	161,900
Reference questions answered	6,722
Overdue notices and bills sent	1,281
Story times and other programs	93
Attendance at programs	1,851
Catalog Department:	
Adult books added to collection	5,061
Adult books withdrawn	9,317
Children's books added to collection	1,871
Children's books withdrawn	4,374
CDs, and audiocassettes added	570
CDs, and audio cassettes withdrawn	547
Videocassettes and DVDs added	982
Videocassettes and DVDs withdrawn	318
Total Collection	135,889
MISCELLANEOUS STATISTICS	
Number of registered borrowers	18,145
Total hours open	2983.50
Attendance	266,815

FY04 HIGHLIGHTS

- July/August--The Board of Library Trustees voted unanimously to embark on a fund-raising program for the new library. The Building Committee for the Library Project interviewed four architectural firms and chose Ann Beha Architects. Library Director Ann MacFate was featured on Selectman Jack Cogswell's cable TV program, Talk of the Town. Participants in the Youth Commission's Project VAN (Volunteers Around Needham) assisted with a variety of tasks at the library. The School Committee voted unanimously to allow the library to use the High Rock School as temporary quarters during construction of the new library. Library Director Ann MacFate made a presentation on Needham's History to a group of Boy Scouts who were working on a civics badge. The Library Building Committee chose R.F. Walsh Company, Inc. to serve as Construction Manager for the library-building project.
- September--The Friends of the Library held a one-day inventory reduction book sale.
- October--The Friends of the Library annual October Book Sale featured a Children's hour and prize drawings. At a Library Building Committee Meeting the Library Project architects presented an overview of the LEEDs (Leadership in Energy and Environmental Design) Certification Program. The committee decided that the library project would aim for silver certification.
- November--The Library Trustees and the Friends of the Library sponsored Needham's first Town-Wide Reading Program, Needham Reads. George Orwell's classic *1984* was examined through group discussions, a panel discussion, and a program that compared the film to the book. The Library Building Committee, the Library Trustees, and the library staff reviewed many concepts for the new building and chose a plan that would house all public services on two floors, with office space on a partial third level.
- December--The Needham Public Library was listed as number one in the state in its population group by *Hennen's American Public Library Ratings Index*. The Quinobequin Quilters' Guild donated library passes to the New England Quilt Museum in Lowell.
- January--The Massachusetts Board of Library Commissioners announced that the Needham Public Library had been awarded a \$3,043,503 General Construction Grant. Three disbursements will be made during the project, with a final payment at the conclusion of the project. The Library Foundation of Needham was incorporated. The Foundation will do fund-raising for the new library.

- February--The Friends' February book sale broke all previous records for a two-day sale. Leslie Crumbaker donated the original copy of his history of Needham Square, *Yesterday's Great Plain Village: Today's Needham Square, 1800-1999*.
- March--The library's collection of N.C. Wyeth paintings was sent to the Farnsworth Art Gallery in Rockland, Maine, for safekeeping during the library construction project. The Board of Trustees and Friends of the Library presented the first program in the 2004 McIver Lecture Series, *Avoiding the Pitfalls of Perennial Gardens* with speaker Mitzi Friedman.
- April--An enthusiastic audience attended the second McIver Series program, *I Wish I Were a Pitcher* with Bill Littlefield. Emily Salaun, Lynne Stern, and Gay Ellen Dennett represented the library at the Needham Education Foundation's Annual Spelling Bee.
- May--The final McIver Series program, *Dress, Art, and Society* with Lorraine Howes was held on May 2nd.
- June--The Town received the first check (\$913,051) from the library's State Construction Grant. Carpenters, electricians, and other specialists began the work of adapting the High Rock School to serve as a temporary public library. On June 26th the Highland Avenue location of the Needham Public Library closed for the construction project. On June 28th the library's move to the High Rock School began.

Throughout the entire year the trustees and staff met with the architects from Ann Beha Architects and worked on the interior and exterior design of the new library. As of June 30, 2004, the process was nearly complete, with a floor layout that will be both convenient for the public and efficient for the staff, and a bold, new exterior design that will be aesthetically pleasing, as well as energy efficient.

DONATIONS TO THE LIBRARY

During FY04, fifty-five people volunteered 1,771 hours of service to the library. Volunteers mended the library's books, dusted and straightened the library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees and Friends of the Library worked many hours presenting programs, book sales, and other special events. The Friends of the Library donated more than \$14,158 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends' donations paid for travel books; reference books; literary criticism materials; young adult books and books-on-CD; children's books, books-on-tape, children's programs; subscriptions to international magazines; and museum passes. The Needham Garden Club continued its stellar work at the library by maintaining the outside flower gardens and other plantings, providing weekly plant and floral arrangements, and purchasing the pass to the Garden in the Woods. In anticipation of construction, Garden Club members removed some of their plantings and replanted them at their homes. After the library construction is completed they will bring them back to the library and transplant them once again. Other clubs, groups, organizations, companies, and individuals who made significant donations to the library in FY04 include:

- The Needham Lions Club
- The Lebensfeld Foundation
- Present Charitable Trust
- Louis and Toby Sandler
- Colonel William McIntosh Chapter of the NSDAR
- Marjorie Hunter
- Laurel Zangerl-Salter
- The Domas Family
- Kalmia Garden Club
- Project VAN (Volunteers Around Needham)
- Needham High School Community Classroom Program

Thank you also to the many individuals who made memorial and honoring donations to the library during FY04. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

FY04 Memorials and Cash Donations	\$16,258
FY 204 Value of books, videos, etc. donated	\$ 6,656

DEVELOPMENT

HISTORICAL COMMISSION

Carol Boulris, Chairman
Norman Homsy
Louis Hutchins

Vicki Krupp
Elizabeth Rich

PURPOSE

The Historical Commission was established in 1976 by Town Meeting during the Bicentennial of the United States of America. Commission mandates and directives are included in the Needham General By-Laws and Massachusetts General Laws, Chapter 40, Section 8D. Duties of the five-member Commission, which is appointed by the Board of Selectmen, include recording the historical assets of the Town for local and state inventories and reviewing any proposed demolition involving a listed property.

FY04 HIGHLIGHTS

- Supported the project of the Needham Historical Society to relocate its headquarters to the Matthias Mills house on the Newman School site, locating there also the 1842 schoolhouse which was previously saved from demolition and stored on town land pending finalization of this project.
- The Commission approved the replacement of the roof of the historic Rufus Mills House, 764 Central Avenue.
- The first Raymond F. Bosworth Award for outstanding efforts in historic preservation was presented at the May 2004 Needham Town Meeting to Dr. and Mrs. Richard Toran for their efforts in the preservation of their home, North Hill Farm (Davis Mills House), 945 Central Avenue, and of Townsend Green at Central Avenue and Nehoiden Street.
- Owners of the Lyman Kingsbury House, 686 Webster Street, received permission from the Commission to demolish the porch, potting shed and connecting area of the home, leaving the original house and barn intact.
- Member Louis Hutchins represented the Commission at meetings of the Community Preservation Act Committee.
- A demolition permit was sought by owners of the Israel Whitney House, a National Register property, 963 Central Avenue, to make way for new homes on the site. The Commission found that the house was historically significant and that it preferably be preserved. This placed a six-month moratorium on demolition while alternatives to destruction are sought.
- The Commission approved the demolition of the non-historic 1961 and 1978 additions to the Needham Public Library to allow the library building project to proceed. The Commission obtained from the Permanent Public Building Committee a detailed list of any changes or restoration work planned for the 1915 library building and approved the list, with the original chimneys to be restored to preserve the symmetry of the Georgian Revival architecture.

PLANNING BOARD

Bruce T. Eisenhut, Chairman
Maurice P. Handel, Vice-Chairman
Devra G. Bailin
Sandrine Strasser, Assistant Planner

Robert T. Smart, Jr.
Paul Killeen
Lee Newman, Planning Director

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

- Review and Approval/Disapproval of:
 - Approval-Not-Required (ANR) Plans
 - Preliminary Subdivision Plans
 - Definitive Subdivision Plans, including ongoing administration
 - Site Plans of certain larger developments (major projects)
 - Residential Compounds (RC's)
 - Scenic Road Applications

This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.

- Review and Advisory Reports on:
 - Site Plans of certain smaller developments (minor projects)
 - Applications to Board of Appeals for variances and special permits
 - Petitions for acceptance/discontinuance of public ways
- Initiation, Development, and Presentation of Proposed Zoning Amendments to Town Meeting
- Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)
- Revisions to Subdivision Regulations and Procedural Rules of the Planning Board and printing of the same
- Reprinting of Town Zoning By-Laws and Zoning Map
- Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)

It is important to note that if these services were not performed, the Town of Needham would be without the administration of land use planning and zoning regulations, and may be subject to lawsuits from private developers and citizens alike.

FY04 HIGHLIGHTS

- FY04 continued a reduction of the pressures for growth, change, and development in Needham as evidenced by a decrease in the number of Site Plan Special Permit and subdivision applications processed by the Planning Board. In its capacity as a special permit granting authority, the Planning Board processed ten applications as Major Projects under the Site Plan Review By-Law.
- Processed one new Definitive Subdivision Plan for a total of six new residential building lots. In addition, a total of 15 plans were endorsed Approval-Not-Required (ANR) under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.
- The Board of Appeals referred 29 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals.
- Having a sufficient supply of affordable housing in Needham, available to a broad variety of income groups, continues to be a major goal of the Board and Town. Accordingly, in the fall of 2002 the Needham Board of Selectmen created the Comprehensive Community Housing Study Committee, made up of both town officials and at-large members. The Committee was asked to coordinate, research and make recommendations to the Town about ways of maintaining and increasing housing options for individuals and families with low and moderate incomes. With assistance from Needham's Planning Department and consultants provided through the Executive Order 418 Community Development Plan program, the Committee undertook a vigorous planning program of studies and public workshops. The effort was divided into three phases. Phase one focused on the review and assessment of documentation and research already completed as well as the collection of new information to provide the framework for determining which affordable housing options were most appropriate for Needham's low, moderate, and middle income households and individuals. Phase two involved the preparation of an overall vision statement of Needham's long range housing goals for the creation of housing opportunities and the preparation of an inventory of best available strategies for developing affordable housing. Phase three focused on specific actions to preserve and create affordable housing opportunities in Needham for both the short and long term. A final plan, with policy recommendations for achieving the stated goals, was completed by the Committee in December of 2003 and in February of 2004 the final plan was submitted to the Board of Selectmen for approval. In July of 2004, the completed plan consisting

of six elements: the Vision Statement, the Needham Community Housing Plan and Resource Report, the Economic Development Plan, the Open Space and Recreation Report, the Transportation Report and the Putting the Plan Together element were presented to the Massachusetts Department of Housing and Community Development for approval under the Executive Order 418 Community Development Plan.

- The past fiscal year also brought a collaborative planning effort between the Town of Needham Planning Board and the Department of Urban Studies and Planning at MIT. Development of a plan for improving Needham Center was the focus of a fall 2003 graduate level course entitled “Community Growth and Land Use Planning”. The plan was intended as a “guidance document” to encourage and promote planning efforts in Needham Center, which includes a vision and specific recommendations related to the public realm, land use, zoning, urban design, streetscape improvements, parking and open space. The plan includes: 1) Recommendations to enhance not only the entire downtown area but also specific properties, including Recommendations for land use, streetscape and landscape improvements and amenities to help unify the area, all geared toward promoting a greater “sense of place”; 2) Identification of conceptual pedestrian and vehicular access and circulation improvements; 3) Recommendations and reuse strategies for encouraging the inclusion of affordable housing, either as a solitary use or in a mixed use context; 4) Recommendations and reuse strategies for highly visible parcels or key parcels that are likely to have major reuse or redevelopment potential; and 5) Recommendations for increasing the availability of parking intended to service anticipated redevelopment options, including provision of structured parking facilities either above or below ground. Two public meetings were the opportunity to solicit public input and engage the Town in a dialogue on strategies for improving this important asset. A final report with policy recommendations for land use regulations was delivered to the Town in December of 2003. It is anticipated that this MIT/Needham Collaborative effort will be followed with a more comprehensive planning study for the area in the beginning of 2005 leading to further zoning changes consistent with Smart Growth Principles.
- The Town continued its membership in the Metro West Housing Consortium, which includes the Towns of Bedford, Belmont, Brookline, Framingham, Lexington, Lincoln, Natick, Sudbury and Watertown. HUD allocated this year approximately \$1 million to the consortium for the development of low and moderate-income housing. Participation in the consortium will provide Needham with \$68,000 in annual funds for affordable housing purposes. It is anticipated that FY04 and FY05 consortium funds will be utilized at High Rock Estates where the Housing Authority is overseeing the replacement of approximately 20 of the 80 existing single family homes with newly built two-family townhouses on the same lot.
- Lastly, the Three Rivers Interlocal Council, a regional planning organization, provided the Planning Board and Planning Director with assistance on issues of traffic, land use and planning, and state policies and programs. Through its alliance with other members of the Council, Needham was able to influence development decisions affecting the future of the region.
- In closing, the Planning Board welcomes your participation in any of its meetings and, in particular, your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.

CONSERVATION COMMISSION

Roy Cramer, Chairman
Janet Bernardo
John Marr, Jr.
Marsha Salett

Lisa Standley
Sharon Soltzberg
Carl Shapiro

PURPOSE

The main purpose of the Needham Conservation Commission is to protect and preserve the Town's wetlands and resource areas, to acquire and preserve open space in Needham, and to educate Town citizens about the importance of protecting wetlands and other open space. The Commission protects wetlands and resource areas by enforcing the State Wetlands Protection Act (Mass. G.L. Chapter 131, Section 40) and the Needham Wetlands Protection By-Law. Other functions of the Commission include advising the Town on matters pertaining to use, management and protection of the Town's natural resources and open space, and management of conservation land, including the 362 acres at Ridge Hill Reservation. The Commission seeks to increase the open space resources of the Town through purchase, gift, or the granting by property owners of conservation restrictions on their property. Conservation

restrictions enable property owners to retain their property and at the same time obtain tax benefits for the restriction.

FY04 HIGHLIGHTS

- All alterations of land in wetlands or within 100 feet of a wetland require the filing of a Notice of Intent with the Commission and the obtaining of a Permit after a public hearing. This process allows the Commission to review proposed projects and condition the work in a way that will not have an adverse impact on the wetlands and its many functions.
- The Commission met formally 23 times and conducted 34 Public Hearings of which 21 were Notices of Intent, 12 were Requests for Determination of Applicability, and one was an Abbreviated Notice of Resource Area. In addition, the Commission issued five Extension Permits, 13 Certificates of Compliance for Orders of Conditions, eight modifications to Orders of Conditions, and addressed several violations of state and local rules and regulations by issuing Enforcement Orders. This level of filings reflects a continuing trend of homeowners to build house additions and of developers to tear down and rebuild. Each project site is visited at least once by the Commission before an Order of Conditions is issued; projects are monitored during construction by Commissioners or the conservation administrator; and before issuing a Certificate of Compliance, the Commission requires proof that the project has been built in conformance with the Order of Conditions.
- The Commission reviewed and monitored projects many of which were ongoing development of numerous individual lots. The Commission has also been working with the Permit Streamlining Committee, the Community Preservation Act Study Committee, the Open Space Study Committee, the Ridge Hill Reservation Committee and has been working with other Town officials to update Needham's Open Space Plan. *A Checklist of the Plants of Needham, MA, and a History of the Flora: 100 Years of Change* was published by Commissioner Lisa Standley.
- The Commission encourages the involvement of all interested Needham residents in helping to preserve and expand the natural resources of the Town. The Commission meets twice monthly on Thursday evenings at 7:30 pm, and all Needham citizens are invited to attend.

BOARD OF APPEALS

Michael A. Crowe, Chairman Gregory J. Condon, Associate Member
Jon D. Schneider Howard S. Goldman, Associate Member
Jonathan D. Tamkin

The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen, as authorized and established by General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws. The Board thanks outgoing Chairman William J. Tedoldi and Associate Member Susan Glazer for their years of service.

The purpose of the Zoning Board of Appeals is to hear and render decisions on applications for: 1) Appeals from the Building Inspector decisions; 2) Requests for Special Permits or Variances under sections of the Zoning By-laws; and 3) Comprehensive Permits, under M.G.L. Ch. 40B (affordable housing). Notices for hearings are published in the Legal Notices in the Needham Times and posted at the Town Hall and Website. Recommendations and input from other Boards, Town departments and interested persons are an integral part of the Board of Appeals decisions. Applications for permits are available in the Town Clerk's office, where all Board decisions are filed, and are a matter of public record. Board agendas are now available on the Town website and more information for applicants is anticipated for the website shortly.

The Board met fifteen times this fiscal year. Two applications for Comprehensive Permits were denied. (One denial was overturned by the Housing Appeals Committee.) Special Permits were granted for 36 applications, three were denied, three were withdrawn. One request for a Variance was denied. One appeal of the Building Inspector's Decision was denied.

FINANCE

DEPARTMENT OF FINANCE

David Davison, Assistant Town Administrator/Director of Finance

Robert Burke, Director of Management Information Systems

Evelyn Poness, Town Treasurer and Tax Collector

Melissa Melnick, Town Accountant

Debra Smith, Parking Clerk

PURPOSE

The Department of Finance consists of the offices of Director of Finance, Accountant, Collector and Treasurer, Management Information Services, and Parking Clerk. The Department is responsible for the overall financial management of the Town, advises the Town Administrator on the Town's financial condition, assists with the preparation of the five-year Capital Improvement Plan, provides status reports, cash management, debt management, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the department oversees contract compliance, supports all aspects of the Town's data processing and network operations, and hears appeals on and enforces the collection of parking fines.

The department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the federal and state governments. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the \$73 million general fund budget, \$5.9 million in special revenue, \$12 million in enterprise funds (water, wastewater and solid waste), as well as the trust funds. The department also monitors and reviews the capital spending of the departments. The department processes the payroll including all monthly, quarterly and annual reports for town and school employees. The department processes weekly, hundreds of invoices for payment to vendors for services and supplies procured by town departments.

FY04 HIGHLIGHTS

The Finance Department reduced the number of full time positions in the department even though demands on the department from federal and state agencies, town boards and departments, and citizens continued to increase in number and scope. The department also assumed new and added responsibilities with the implementation of new parking regulations and a tax assistance donation program. Needham adopted the Community Preservation Act first by a vote at the May 2004 Annual Town Meeting and then by a vote of the citizens at the November 2, 2004 election. The Finance Department began preparation for its implementation that will be effective July 1, 2005.

The Accounting Division implemented a new accounting software interface in March 2004, which enhanced the look of the software as well as made the functions more user-friendly. The department also began laying the groundwork to upgrade the accounting system module which will allow us to expand the general ledger as well as restructure the chart of accounts per state requirements. The current accounting software makes it difficult and cumbersome for both the town and the school departments to prepare necessary year end reports that are required to be filed annually.

During the year the Treasurer and Collector Division issued 40,088 sewer and water bills, 41,900 personal and real estate property tax bills, and 28,656 motor vehicle excise bills. The Treasurer's office also processed 11,199 (RTS) landfill sticker applications during the year. The collection rate for all receivables billed through the Collector/Treasurer's office remains high, and the property tax collection rate remains very strong with more than 98% paid by the due date. As a result of the strong collection rates, and even though interest rates have continued to remain low, the Town was able to earn \$442,773 for the General Fund during FY04.

The Treasurer issued \$15,680,000 in long term debt and \$28,400,000 in short term debt. To assure the best interest rate available, Needham submits all financial data to Standard and Poor's credit rating agency. Once again S & P

returned a rating of AAA on all outstanding long term debt and a rating of SP-1+, the highest rating possible on short term debt. The total long term debt outstanding as of June 30, 2004 was \$51,581,232.

During this past year, the Management Information Systems Division continued expansion of the network to all town departments. There was a major upgrade of all of the financial software applications running on the Town's IBM iSeries from IBM traditional green screen environment to new Graphic User Interface (GUI) software. This allows users to access any of the town financial information using PCs with a web browser. GUI also allows for more effective training on all applications for employees.

The management information systems division has broadened the official Web Site of the Town, www.town.needham.ma.us, with an expansive amount of Town departmental information. The Geographic Information System (GIS) continues to expand through new and updated databases and data layers for use in Town mapping and analysis. Town departments have continued to make use of the GIS databases and data layers to enhance departmental daily work.

This was another busy year for the office of the Parking Clerk. This year produced more detailed record keeping, making it possible to access weather reports, MBTA collection information, and parking ticket payment information. Customer communications necessary to resolve problems increased. Customer communications is always a primary activity for the Parking Clerk. Improvements were incorporated this year to make written correspondence more personal, more detailed and informative. The timely response of telephone communications received at least a 95% positive feedback. Due to the volume and effectiveness of both written and verbal communications, 50% fewer hearings were scheduled during the year.

The Parking Clerk is actively involved in the Parking Committee's issuance and regulation of All Night Parking Permits. The Parking Clerk handles all secretarial functions for the Committee including note taking at the meetings. The Clerk assumed all record keeping responsibilities for permit applicants. Improvements made to the record keeping procedures made it easier for the Committee to inquire on past actions which has proven invaluable this year, as many residents have seen it necessary to reapply or extend temporary permits.

The Finance Department has also submitted as part of the Annual Town Report, the general fund balance sheet for the fiscal year ending June 30, 2004, the statements of budget appropriations and expenditures for the General Fund, RTS Enterprise Fund, Sewer Enterprise Fund, and the Water Enterprise Fund for FY04, and the Schedule of Trust Funds for FY04. Also new for this Town Report is the Statement of Net Assets for each of the three enterprise funds for the year ending June 30, 2004. The Statement of Net Assets is a result of the Finance Department's implementation of the accounting changes required by the Governmental Accounting Standards Board (GASB), specifically Statement #34. One of the effective changes is the inclusion of both capital assets and long-term liabilities in the financial statements. Over time these changes and others that are being implemented will provide easier to understand information about the Town's financial position and performance.

Finally, if you have any questions or concerns, please do not hesitate to contact us. We wish to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties.

FINANCE COMMITTEE

<i>Stephen Jonas, Chairman</i>	<i>Lita Young</i>
<i>Damon Borrelli</i>	<i>Theodore Weiner</i>
<i>Laura Brooks</i>	<i>John Regan</i>
<i>Richard Creem</i>	<i>Jane Howard</i>
<i>Mark Fachetti</i>	<i>Jake Filoon</i>
<i>Susan Herman, Executive Secretary</i>	

PURPOSE

The Needham Finance Committee is charged with the responsibility of preparing and recommending a balanced budget to Town Meeting for its consideration and vote. The annual budget, which provides funds for every Town service, must be readied within the revenue projections prepared by the Director of Finance of the Town and voted

by the Board of Selectmen. In achieving the goal of presenting a balanced budget, the Finance Committee is mandated to “consider any and all municipal questions for the purpose of making requests or recommendations to the town” (See Massachusetts General Laws Chapter 39, Section 16). Of equal importance, the Finance Committee seeks to educate and make recommendations to Town Meeting on capital requests and policies and principles of sound fiscal management.

FY04 HIGHLIGHTS

During FY04, the Finance Committee faced the challenge of balancing a budget of increasing expenditures with a revenue stream of limited short-term growth and limited prospects for significant increases in revenue over the long term. The Finance Committee began by issuing budget guidelines to each department for the preparation of their FY05 budget requests, in which we asked managers to prepare “level fund” budgets. We also asked them to provide information on the need for additional services and those that could be eliminated.

When comparing the level funded budget requests and the Schools’ request, which was a higher, level service request, to available revenues, it was apparent that downward adjustments to operating and capital budget requests would be necessary in order to provide a balanced budget for Town Meeting’s consideration. The immediate challenge was to craft a FY05 budget that retained services vital to citizens, protected the financial integrity of the Town, and provided funds for the maintenance and improvement of infrastructure.

At the May 2004 Annual Town Meeting, the Finance Committee presented the FY05 budget to Town Meeting Members for their consideration and appropriation. Town Meeting voted to approve a \$76,743,273 budget which provided \$59,002,783 for town services, \$16,660,769 for expenses which are shared by all departments, and \$1,079,721 for maintenance of infrastructure and financial warrant articles. Of the \$59,002,783 voted for town services, \$34,623,270 was voted for the public schools and \$24,379,513 was voted for other town services.

Highlights of the \$972,000 recommended and appropriated for infrastructure needs included \$185,500 for vehicle replacement, \$440,500 for school buildings and equipment, \$75,000 for repairs at Rosemary pool, and \$115,000 for permitting software. The Committee also recommended that Town Meeting adopt three articles to be financed with debt. These were for the purchase of a fire engine for \$365,000, road repairs for \$885,000 and sidewalk repairs for \$250,000.

Our preparation of the FY05 balanced budget recommendation required the following.

- Carefully considering department budget requests both on their own merits and with an eye to their effect on other departments and on the long term financial health of the Town.
- Providing a rigorous and thorough hearing on proposed capital expenditures financed with general fund revenues and enterprise fund revenues. As part of this process, the Finance Committee is guided by maintaining ratios of 3% debt service on general fund debt to general fund revenue and 10% debt service on total debt to total town wide revenue. The Finance Committee views these debt management policies as important to the long term financial health of the Town.

In addition, during the deliberations, the Finance Committee achieved the following:

- Initiated, along with the Board of Selectmen, a full staffing study of the Fire Department. The study group will examine the number and role of fire department personnel to ensure effective and efficient delivery of services from the Department.
- After the Board of Selectmen, at the Finance Committee’s request, developed parameters for appropriations into and expenditures out of the Fund, recommended establishment of a Capital Improvement Fund.
- Began discussions with the Board of Selectmen for the implementation of long-term planning. The committee is particularly concerned with a growth rate for operating budgets which continually outpace recurring revenue growth. Elimination of services to which citizens are accustomed, increases

in fees, operating overrides, and deteriorating infrastructure are the inevitable result of operating budgets which repeatedly outpace revenue growth. Identifying specific proposals which can reverse this trend will be the focus of deliberations during the current year.

The Finance Committee strives to deliberate the operating and capital budgets fairly and openly at all times. The Committee meets most Wednesdays from September through June. Committee members meet with over 20 departments to review their line item requests, assumptions, and conclusions before each of the 14 budget hearings. Additional meetings with department personnel and on site visits take place to determine the appropriateness of shared expenses and requested capital expenditures.

The Finance Committee takes its role in town government seriously – it analyzes, debates, and deliberates on financial matters independently and objectively. It does so with a strong spirit on behalf of the citizens, which it serves.

BOARD OF ASSESSORS

Thomas J. Mulhern, Chairman
John J. Ryan, Clerk

James M. Zeiger
James C. Weidenfeller, Director

PURPOSE

The Board of Assessors is responsible for the administration of a wide range of state laws pertaining to *ad valorem* taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax is done on an annual basis. Information pertaining to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the annual and special Town Meetings, and receipt of warrants from county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Selectmen and the Board of Assessors.

FY04 HIGHLIGHTS

The Assessor's Office successfully completed the first state mandated "Interim Year Value Updates", which is a program that requires all cities and towns to officially adjust their values annually to reflect changes in the real estate market. The new excise and administrative clerks, who replaced our three long time service clerks who retired in 2002 and 2003, performed very well in the new multi-tasking environment of the office that now has two people currently performing operations that were handled by a group of four. One of the former clerks has successfully completed the requirements to be a Massachusetts Accredited Assessor and has transitioned from her former duties to those of a personal property specialist and data collector. This has and will continue to reduce reliance and expenses on outside vendors

Real and Personal Property Inventory

Single Family	8,316	Chapter Land	8
Condominium	564	Mixed Use	25
Two Family	332	Commercial	367
Three Family	19	Industrial	49
Four + Family	26	Personal Property	856
Vacant Land	184		

TOWN OFFICIALS

ELECTED

Assessors

Thomas J. Mulhern

John J. Ryan

James M. Zeiger

Board of Health

Edward V. Cosgrove

Denise C. Garlick

Alan K. Stern

Commissioners of Trust Funds

Patrick C. Forde

Robert D. Hall, Jr.

Ford H. Peckham

Constables

William F. Hines

Charles G. Wright

Housing Authority

Richard W. Gatto

Cheryl Gosmon

Christine H. Miara

Sharon O'Brien

Moderator

Michael K. Fee

Park and Recreation Commission

Cynthia J. Chaston

William R. Dermody

Christopher Dollase

Philip V. Robey

Richard B. Weitzen

Planning Board

Devra G. Bailin

Bruce T. Eisenhut

Maurice P. Handel

Paul Killeen

Robert T. Smart, Jr.

School Committee

Marianne B. Cooley

Gary C. Crossen

Paul F. Denver

Donald B. Gratz

Karen N. Price

Jeffrey J. Simmons

Susan Welby

Selectmen

John A. Bulian

John H. Cogswell

James G. Healy

Daniel P. Matthews

Gerald A. Wasserman

Town Clerk

Theodora K. Eaton

Trustees of Memorial Park

John S. Gallelo

Robert Casavant

Joseph J. McSweeney

Charles J. Mangine

Aaron Sockol

Trustees of Public Library

Lois C. Bacon

Thomas M. Harkins

Gail B. Hedges

Sally B. Powers

Emily M. Salaun

Gregory John Shesko

Lois Sockol

APPOINTED BY THE SELECTMEN

Animal Control Officer

Harry Greenlaw

Director of Emergency Management

Charles J. Rizzo

Director of MIS

Robert A. Burke

Director of Public Works

Richard P. Merson

District Director of Veterans' Services/Veterans'

Burial

Agent/Veterans' Graves Officer

John J. Logan, Jr.

Fire Chief / Superintendent of Fire

Alarms/Forest Warden

Robert A. DiPoli

Inspector of Buildings

Daniel P. Walsh

David Berg (sub)

Andrew J. Brown (sub)

Leo Muldoon (sub)

Thomas A. Russo, II

Inspector of Plumbing and Gas

William Kinsman

Robert Hauptman (sub)

Cyril Kavanagh (sub)

Tim Sullivan (sub)

Inspector of Wiring

Ernest J. Hohengasser

Gary Ajamian (sub)

John Anzivino (sub)

Scott Chisholm (sub)

Peter J. Frady

Richard Greaves (sub)

Albert A. Zazzera (sub)

Police Chief / Keeper of the Lockup

William G. Slowe

Sealer of Weights and Measures

John Horgan

Superintendent, Garage

Stephen J. Hawes

Superintendent, Highway

Rhainhardt Hoyland

Superintendent, Parks /Forestry Tree Warden

Lance Remsen

Superintendent, Water/Sewer

Robert. A Lewis

Town Administrator

Kate Fitzpatrick

Town Comptroller

Melissa Mitrook

Town Council

David S. Tobin

Town Engineer

Anthony Del Gaizo

Treasurer and Tax Collector

Evelyn M. Poness

Ad Hoc Insurance Advisory Committee

Albert H. Shapiro

Richard Davis

Niels H. Fischer

Paul Winnick

David Davison (ex officio)

Board of Appeals

Michael A. Crowe, Chairman

Jon D. Schneider , Member

Jonathan D. Tamkin, Member

Gregory J. Condon, Associate

Howard S. Goldman, Associate

Cable Television / Advisory Committee

Jonathan D. Tamkin, Chairman

Siben Dasgupta

John Fountain

Michael Greis

Tanvir Khan

Walter F. McDonough

Michael J. Riley

Commission on Disabilities

Elaine Saunders, Co-chair

Jeanie Martin, Co-chair

Susan Crowell

Trudi Farnham

Karen Peirce

Susan Rains

Colin T. Wise (Dale)

Conservation Commission

Roy Cramer, Chairman

Janet Bernardo

John Marr, Jr.

Marsha Salett

Carl Shapiro

Sharon Soltzberg

Lisa Standley

Council on Aging

Roma Jean Brown

Carol deLemos

Morrie Dettman

Jan Dorsey

Gertrude J. Farnham

Daniel Goldberg

Helen K. Hicks

Susanne Hughes

Vivian McIver

Andrea Rae

Derrek Shulman

Betsy Tedoldi

Mary Elizabeth Weadock

Cultural Council

Jean Cronin Connolly

Catherine Dowd

Andrew Drayer

Larissa Drayer

Marti Hayes

John A. Jensen

Claire Messing

Economic Development

Advisory Committee

John Edgar, Chairman

John H. Cogswell

Louise Condon

William Dermody

Bernard Ford

Jeffrey M. Friedman

George Giunta

Maurice Handel

Mary Ellen Herd

Colleen Dennis Keating

Kathy Lewis

Lee Newman

Sean Sweeney

Matthew Talcoff

Sam Bass Warner

Gerald A. Wasserman

Golf Course Advisory Committee

Jonathan Bean

Roy Cramer

Jane Howard

Robert J. Moore, Jr.

John D. Marr, Jr.

Jon Schneider

Theodore Weiner

Historical Commission

Carol J. Boulris, Chairman

Norman A. Homsy

Louis Hutchins

Vicky Lynne Levy Krupp

Elizabeth Rich

Human Rights Committee

Michael Vaughn, Chairman

Robert Abbey

Christine Bezreh

Robert Downs

Rev. Carolyn B. Edge

Anna Kerr
Tanvir Khan
Thomas Lambert
A. Fay Remnitz
Gordon Riedell
Mark Smith
Paulina Teng
Sandra Walters
Debbie Watters

New England Business Center

Economic Development

Advisory Committee

George Berejik
John H. Cogswell
Jerry Derenzo
Michael Eisenstadt
Kenneth Epstein
Richard Epstein
Maurice Handel
Tony Hatoun
Carmelo Iriti
Colleen Dennis Keating
Helen Krawiecki
Melanie Prescott
Nina Prohodski
Jim Rosenfeld
Paul Salemi
Matt Talcoff
John Terrazzino
Sam Terrazzino

Registrars of Voters

John W. Day
Barbara B. Doyle
Mary J. McCarthy
Theodora K. Eaton (ex officio)

School Safety Committee

Cynthia Conturie
Deborah A. Coyle
Robert Everts
Sheila Hamwey
Michael P. Murphy
Mary Quirk

Solid Waste Disposal /

Recycling Committee

Lee Fox
John H. Cogswell
William F. Connors
Jeffrey Heller
Keith Saxon
Rachel Spector
David R. Turgeon

Stephen Palmer Rent Review /

Tenant Selection Committee

Robert T. Heald
William Okerman
Gary Petrini

Technology Advisory Board

Peter M. Anderson
David Escalante
Michael Greis, CATV Rep.
Steven B. Handler
Carl Rubin
Robert Burke (ex officio)
Linda Conneely (ex officio)
David Davison (ex officio)
Ann Gulati (ex officio)
Joanne Kossuth, non-voting

Water and Sewer Rate

Structure Committee

John H. Cogswell (ex officio)
John P. Cosgrove, Jr.
John D. Marr, Jr.
Stanley Stanzin
Nick Renzulli

APPOINTED BY THE MODERATOR

Finance Committee

Stephen Jonas
Damon Borrelli
Laura Brooks
Richard Creem
Mark Fachetti
Jake Filoon
Jane Howard
John Regan
Theodore Weiner
Lita Young
Susan Herman, Executive Secretary

Personnel Board

John Dennis
Patricia A. Forde
Joseph Herlihy
Vivian Hsu
Richard Lunetta

**APPOINTED BY THE ELECTED
AND APPOINTED BOARDS**

Administrative Assessor

James C. Weidenfeller

Assistant Town Clerk

Helen Atkinson

Building Construction and Renovation Manager

Steven Popper

Director of Municipal Building Maintenance

Mark LaFleur

Director of Public Health

Janice Berns

Director of Youth Commission

Jon Mattleman

Environmental Health Agent

Tara Gurge

Executive Director, Council on Aging

Sharon Lally

Executive Director, Needham Housing Authority

Cynthia Howe

Library Director

Ann MacFate

Planning Director

Lee Newman

Park and Recreation Director

Patricia M. Carey

Superintendent of Schools

Stephen Theall

Community Center Study Committee

Patricia M. Carey

Thomas Harkins

Keith McClelland

Betsy Tedoldi

Susan Welby

Contributory Retirement Board

(under vote of Town 11/3/36)

Evelyn M. Poness

Kate Fitzpatrick

Thomas A. Welch, II, by vote of employees
and retirees

John P. Krawiecki, by vote of employees
and retirees

Robert Mearls, by members
of the Retirement Board

Design Review Board

Eugene R. Bolinger

Mark Gluesing

Alexander Prohodski

Jeffery M. Sakowitz

Fred Sklar

Timothy Tierney

Stephen Tanner

Timothy Tierney

Future School Needs Committee

James Lamenzo, Chair

David P. Coelho

Marjorie Margolis

Loretta O'Grady

Frank Reardon

Mary Riddell

Jeff Simmons

Roger Toran

Kate Wescott

Municipal Building Maintenance Board

Kate Fitzpatrick

Patricia M. Carey

Ann MacFate

Richard P. Merson

Stephen Theall

Mark LaFleur, Director

Permanent Public Building Committee

John Connelly

Joseph Carroll

Theodore Crowell

John C. Halfrey

George Kent

Greg Petrini

Paul Salamone

Transportation Committee

Duncan Allen, by Selectmen

Richard Creem, by Selectmen

Lida E. Harkins

Linda Hoard, by Planning Board

Jane A. Howard, by Moderator

Youth Commission

John Romeo

Connie Barr

Katie Finesilver

Tom Lambert

Doug Levy

Cathy Lunetta

Tom Tannozzini

Debbie Winnick

Jon Mattleman, Director

TOWN MEETING MEMBERS

AT LARGE 2005

Michael K. Fee	137 Fox Hill Road
Daniel P. Matthews	31 Rosemary Street
John H. Cogswell	1479 Great Plain Avenue
Gerald A. Wasserman	80 Rolling Lane
James G. Healy	767 South Street
Thomas J. Mulhern	18 LaSalle Road
Edward V. Cosgrove	17 Laurel Drive
Lois F Sockol	611 Greendale Avenue
Philip V. Robey	12 Fletcher Road
Bruce T. Eisenhut	106 Marked Tree Road
Gary C. Crossen	298 Manning Street
John S. Gallelo	30 Howland Street
Theodora K. Eaton	51 Bonwood Road
John A. Bulian	86 Peacedale Road

PRECINCT A 2005

John D. Genova	11 Jennifer Circle
Donald B. Gratz	330 Central Avenue
Richard S. Creem	12 Gary Road
Irwin Silverstein	44 Reservoir Avenue
Nina Silverstein	44 Reservoir Avenue
Michael A. Cerundolo	58 Taylor Street
Karen S. Tiberi	3 Reservoir Avenue
Karen N. Price	386 Central Avenue

2006

Wanda Lempitski	23 River Park Street
Cheryl Gosmon	33 Capt. Robert Cook Drive
Rhonda K. Spector	79 Sunnyside Road
George E. Travis, Jr.	56 Capt. Robert Cook Drive
Karen R. Levine	317 Central Avenue
Mary E. Keane-Hazard	198 Webster Street
Blanche D. Randall	62 Noanett Road
Walter D. Herrick	131 Pine Grove Street

2007

Alan J. Davidson	26 Elder Road
Richard D. Lempitski	23 River Park Street
George Tarallo	76 Ardmore Road
Louise P. Swanson	20 Lakin Street
Michael S. Turner	25 Hewitt Circle
Peter J. Fugere	40 Seabeds Way #25
Alan S. Fanger	46 Horace Street
Sydney Randall	62 Noanett Road

PRECINCT B 2005

George Giunta, Jr.	604 B Central Avenue
Albert E. Mills	177 Jarvis Circle
Robert Gondola, Jr.	145 Taylor Street
Maureen E. Dimeo	442 Central Avenue
Elizabeth Ann Mills	177 Jarvis Circle
Glenn S. Orenstein	131 Taylor Street

Deborah H. Anastas

Sarah Ann Toran

Meredith P. Page

2006

John J. Frankenthaler
Damon J. Borrelli
Mindy A. Merow Rubin
Steven Rosenstock
Kevin T. Pendergast
Wilfred G. Corey
Thomas M. Jacob
David C. Harris

2007

Michele K. Wolfman
David K. Mottola
Richard B. Moody
George Baierlein
Kim Marie Nicols
Sandra E. Jaszek
Brian M. Sosner

PRECINCT C 2005

Jan D. Campbell
Mark J. Gluesing
Sandra Balzer Tobin
Peter A. Alpert
Paul S. Alpert
Howard S. Goldman
Adalaide C. Young
James D. Masterman

2006

Christopher Richard Dollase
Cynthia D. Loker
Ruth Z. Nadol
John H. Haslip
Susan A. Barber
Paul B. Tillotson
Russell S. Broad, Jr.
Steven C. Sharaf

2007

Daniel L. Lintz
Charles J. McCann
Eric D. Leskowitz
James O. Fleckner
William H. Dugan, Jr.
Amy T. Goldman
Carl J. Lueders
Bruce S. Barnett

165 Brookside Road
945 Central Avenue
19 Glendale Road

33 Brookside Road
651 Central Avenue
27 Cynthia Road
44 Bess Road
24 Bess Road
61 Rolling Lane
67 Clarke Road
94 Cynthia Road

31 Paine Road
854 Central Avenue
22 Parish Road
50 Nardone Road
12 Crescent Road
18 Crescent Road
55 Cynthia Road

461 Charles River Street
48 Macintosh Avenue
59 Winding River Road
108 Locust Lane
116 Pine Street
15 Cedar Springs Lane
91 Brewster Drive
53 Canavan Circle

31 Standish Road
8 Bonwood Road
640 Charles River Street
43 Whitman Road
74 Stockdale Road
21 Howe Road
94 Mayflower Road
93 Standish Road

71 Fuller Brook Avenue
43 North Hill Avenue
23 Tolman Street
48 Fuller Brook Avenue
29 Pine Street
15 Cedar Springs Lane
34 Whitman Road
249 Marked Tree Road

PRECINCT D**2005**

Sharon C. O'Brien	237 Linden Street
Alexander V. Zaleski	248 Marked Tree Road
Paul Killeen	66 Henderson Street
Carol Johnson Boulris	203 Country Way
Kathryn L. D'Addesio	110 Linden Street
Ann Dermarderosian	800 South Street
Christine H. Miara	36 Marked Tree Road
Sally B. Powers	47 Scott Road

2006

William A. Concannon	88 Deerfield Road
Kathryn B. Ballard	69 Country Way
Maura Brady Steeves	1361 South Street
David J. Sexton	233 Stratford Road
Patrice O'Toole	152 B Linden Street
Cynthia Conturie	96 Robinwood Avenue
David R. Cox	92 Henderson Street
Margaret Leslie Pantridge	945 South Street

2007

Jeffrey B. Megar	125 Sylvan Road
Thomas F. Soisson	128 Maple Street
William M. Powers	47 Scott Road
Kathleen M. Lewis	99 Linden Street
Roger B. Hunt	969 South Street
Lois C. Bacon	29 Harding Road
Antonio M. Manzon	53 Henderson Street
Bruce T. Eisenhower	106 Marked Tree Road

PRECINCT E**2005**

Roma Jean Brown	30 Edgewater Lane
Ann M. Cosgrove	17 Laurel Drive
Linda J. George	110 South Street
William J. Supple	75 Redington Road
Theodore M. Crowell	39 Lawton Road
Jane A. Howard	119 Green Street
Theodore Weiner	88 Pleasant Street
Ronald W. Ruth	248 Warren Street

2006

Lawrence R. Cummings	27 South Street
Michelle S. Ardini	86 Sutton Road
Jeffrey A. Kleiman	103 Lawton Road
Paul A. Siegenthaler	1049 Webster Street
Philip V. Robey	12 Fletcher Road
Martin L.B. Walter	271 Edgewater Drive
William J. Miles	96 Grant Street
Paul J. Durda	149 Laurel Drive

2007

Carl M. Rubin	19 Churchill Lane
Jean C. Martin	139 Plymouth Road
Cynthia J. Chaston	119 Fox Hill Road
Linda J. Novak	20 Old Farm Road
Maryruth Perras	42 Oakhurst Circle
Mark P. Fachetti	187 South Street
Jo Ann Miles	96 Grant Street

Ford H. Peckham

26 Lawton Road

PRECINCT F**2005**

Richard W. Davis	233 Nehoiden Street
Gail E. Davis	233 Nehoiden Street
Deborah S. Winnick	12 Mallard Road
Gilbert W. Cox, Jr.	49 Colonial Road
John F. Milligan	25 Blacksmith Drive
James Hugh Powers	263 Nehoiden Street
Sarah P. McCormick	313 Nehoiden Street
Joan E. Adams	1206 Great Plain Avenue

2006

Bernard H. Ford	108 Garden Street
Gregory John Shesko	70 May Street
Jeffrey D. Heller	1092 Central Avenue
Vincent J. Fabiani	27 Lewis Street
Richard M. Freedberg	111 Meetinghouse Circle
Denise C. Garlick	22 Trout Pond Lane
William Okerman	100 Meetinghouse Circle
David Breitbart Frischling	60 Prospect Street

2007

Jennifer S. Sexton	62 Newell Avenue
Carolyn R. McIver	70 Pickering Street
Edward G. Evantash	39 Prospect Street
Jeanne S. McKnight	210 May Street
Elizabeth B. Kloss	1200 Great Plain Avenue
Cathy M. Freedberg	111 Meetinghouse Circle
Laura Terzian	100 Meetinghouse Circle
Stephen L. Dornbusch	51 Damon Road
Carl Goldstein	210 Parish Road

PRECINCT G**2005**

Susan Welby	857 Webster Street
Patricia B. Buckley	155 Fair Oaks Park
Caroline D. Murray	156 Fair Oaks Park
Kathleen O'Keefe	49 Coolidge Avenue
Jill E. Owens	98 Wilshire Park
Susan W. Abbott	60 Otis Street
Barbara K. Popper	31 Wilshire Park
Robert T. Smart, Jr.	25 Mayo Avenue

2006

Marcia B. Young	76 Stevens Road
Richard DeMeis	126 Powers Street
Paul H. Attridge	59 Powers Street
Thomas M. Harkins	24 May Street
William F. Connors	150 Melrose Avenue
Paul O'Connor	108 Wilshire Park
John W. Day	35 Morley Street
Michael J. Crawford	213 Warren Street

2007

Robert T. Heald	86 Eaton Road
Edwin A. Murray, Jr.	156 Fair Oaks Park
Timothy P. Tierney	34 Bradford Street
Richard B. Weitzen	66 Eaton Road

PRECINCT G**2007 (Continued)**

John J. Romeo	22 Woodlawn Avenue
Gary C. Crossen	298 Manning Street
Maureen T. McCaffrey	285 Manning Street
Patrick C. Forde	66 Washington Avenue

PRECINCT H**2005**

Peter J. Meade	1085 Greendale Avenue
Paul T. Milligan	45 Tudor Road
Marjorie M. Margolis	20 Mann Avenue
Robert Y. Larsen	150 Tudor Road
Therese A. Buckley	42 Broad Meadow Road
A. Marie Holland	19 Norwich Road
Nancy E. McCarthy	29 Sterling Road
Barbara R. Wilmot	103 Hillcrest Road

2006

Jeffrey Kristeller	138 Elmwood Road
Lois F. Sockol	611 Greendale Avenue
Rosalie G. Fox	27 Richard Road
Michael A. Diener	30 Kenney Street
Peter Friedenberg	42 Douglas Road
Julia Satti Cosentino	265 Great Plain Avenue
Arthur P. Phillips	37 Appleton Road
Elizabeth P. Handler	317 Great Plain Avenue

2007

Richard J. Savage	15 Evans Road
John E. Comando	54 Norwich Road
Ron Sockol	611 Greendale Avenue
Lee K. Fox	27 Richard Road
Ronald L. Morrison	1208 Greendale Avenue #224
Joseph A. Thissell	234 Valley Road
Julia Solomon Lipman	133 Dawson Drive
Daniel J. Kumin	50 Highgate Street

PRECINCT I**2005**

Maurice P. Handel	3 Rosemary Street
Paul F. Denver	7 Beaufort Avenue
Peter W. Adams	134 Hillcrest Road
Elizabeth A. Giles	188 Highgate Street
Michele M. McQuillen	9 Hollland Terrace
Maura O. Walsh	49 Colby Street
Thomas H Hannigan, Jr.	95 Falcon Street
Richard W. Gatto	17 Rosemary Street

2006

Peter J. Pingitore	146 Hillcrest Road
Leslie Ann Renzulli	77 Edwardel Road
Nicholas S. Renzulli	77 Edwardel Road
June C. Seraydar	154 Hillcrest Road
Michael T. Vaughn	130 Lindbergh Avenue
Robert J. Rondini	41 Hawthorn Avenue
Harry F. Kearins	85 Morningside Road
Thomas M. Hession	211 Highgate Street

2007

Steven M. Allison	26 Hazelton Avenue
Susanne D. Hughes	6 Morningside Road
Rachel Ann Weinstock	30 Homestead Park
Lorraine M. Murphy	59 Beaufort Avenue
Peter Stephen Connolly	104 Beaufort Avenue
John P. Connelly	41 LaSalle Road
David J. Escalante	103 Woodledge Road
Jill C. Kahn-Boesel	44 Brookline Street

PRECINCT J**2005**

Barbara J. Downs	51 Virginia Road
John D. Marr, Jr.	70 Greendale Avenue
Leigh M. Doukas	51 Concord Street
Betsy M. Tedoldi	68 High Street
Lynne D. Stern	117 Hoover Road
Mathew David Talcoff	18 Highview Street
Laura A. Brooks	9 Concord Street
William R. Dermody	12 Concord Street
Michael J. Greis	384 Webster Street

2006

Caroline B. Edge	59 Alfreton Road
Margaret A. Tucker	419 Webster Street
Robert Scott Amsbary	19 Cimino Road
Bradley M. Christenson	27 Spring Road
Stuart B. Chandler	123 Paul Revere Road
Marcia C. Mather	179 Paul Revere Road
John Harrington	76 Woodbne Circle
Jane B. Murphy	760 Highland Avenue #17

2007

Keith M. Saxon	10 High Street
Robert A. Downs	51 Virginia Road
Marianne B. Cooley	85 High Street
Paul G. Smith	201 Paul Revere Road
Donna M Mullin	131 Paul Revere Road
Emily M. Salaun	101 Tower Avenue
Catherine J. Barker	13 West Street

TOWN OF NEEDHAM RETIREE INFORMATION

<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
Camilla Broderick	TWN	19.333
Robert Casavant	DPW	27.000
Sarah Casavant	POL	17.333
Lois Duffy	TWN	25.000
Sherry Elzeer	HOS	10.083
Tom Engelman	TWN	22.833
Carol Hunt	SCH	17.833
Donald B. Ingram	FIR	42.250
Joseph Leon	DPW	10.917
Barry Maddix	FIR	36.250
Diane McGuire	SCH	24.833
Stuart Palmer	FIR	33.583
Judy Petipas	SCH	18.750
Nancy Thompson	TWN	18.000
Robert Wade	FIR	40.750
Charles Wainwright	POL	35.833

IN MEMORIAM

Mildred Brownell	SCH	9.750
Stephen Burke	FIR	20.083
Sylvia Casavant	SCH	17.667
Lorraine Einis	HOS	10.333
Salvatore Gallelo	DPW	35.083
Claire Hawes	DPW	17.583
Nicolena Ieraci	SCH	18.583
Joseph Leone	DPW	32.417
John Lupo	POL	9.000
Mary Mahoney	HOS	20.500
Emma Sykes	SCH	8.333
Ivory Triplett	SCH	26.333
James Turano	MBM	20.000

APPENDICES

APPENDIX A

Town of Needham

Trust Funds

Year Ended June 30, 2004

Fund	July 1, 2003	Receipts	Disbursements	June 30, 2004
Schools				
Anita M. Reinke Memorial Scholarship	\$ 8,681	\$ 288	\$ 200	\$ 8,769
Catherine M. Wharton Memorial Scholarship	\$ 5,557	\$ 130	\$ 2,000	\$ 3,687
Centennial Football Scholarship	\$ 2,031	\$ 69	\$ -	\$ 2,099
Class of 1979 Scholarship	\$ 62	\$ 2	\$ -	\$ 64
C. J. Cullen III Memorial Scholarship	\$ 34,605	\$ 1,160	\$ 1,000	\$ 34,766
Dana F. Burke Scholarship	\$ 4,404	\$ 302	\$ 350	\$ 4,356
De Fazio Family Memorial Scholarship	\$ 18,628	\$ 601	\$ 1,000	\$ 18,229
Derwood Newman Memorial	\$ 32,014	\$ 1,084	\$ -	\$ 33,098
Dr. Lee Allan Memorial	\$ 2,150	\$ 73	\$ -	\$ 2,223
Dwight School (Pollard School)	\$ 23,615	\$ 799	\$ -	\$ 24,414
Edward J. Stewart 13 Club Scholarship	\$ 11,341	\$ 367	\$ -	\$ 11,708
Edward Kasip Scholarship	\$ 6,056	\$ 190	\$ 500	\$ 5,746
Edward Keady Memorial Scholarship	\$ 4,715	\$ 3,114	\$ 2,500	\$ 5,328
Frederick Barstow Scholarship	\$ 262,698	\$ 8,892	\$ -	\$ 271,590
Frederick Harris Scholarship	\$ 14,240	\$ 482	\$ -	\$ 14,722
George Morse Memorial Scholarship	\$ 137,659	\$ 11,283	\$ 2,500	\$ 146,442
High School Sports Endowment	\$ 21,326	\$ 726	\$ -	\$ 22,051
Joan W. Swartz Memorial Scholarship	\$ 6,136	\$ 179	\$ 1,000	\$ 5,314
John C. Wood (High School Library)	\$ 9,668	\$ 327	\$ -	\$ 9,996
Karen Decembrele Scholarship	\$ 1,969	\$ 38	\$ 1,000	\$ 1,007
Leo F. Richards Jr. Scholarship	\$ 5,729	\$ 187	\$ 250	\$ 5,665
Mark R., Beane Memorial Scholarship	\$ 29,751	\$ 963	\$ 2,500	\$ 28,215
Martin Luther King Scholarship	\$ 9,467	\$ 1,540	\$ 4,300	\$ 6,707
Michael Challis Memorial Fund	\$ 1,134	\$ 24	\$ 500	\$ 658
Minot Mac Donald (Carter School Library)	\$ 6,485	\$ 220	\$ -	\$ 6,704
Miriam Kronish Scholarship	\$ 3,026	\$ 81	\$ 750	\$ 2,357
Nate Tavalone Scholarship	\$ 5,729	\$ 487	\$ 400	\$ 5,816
New Century Club Scholarship	\$ 23,823	\$ 751	\$ 2,500	\$ 22,073
Nina Pansuk Scholarship	\$ 114,993	\$ 3,820	\$ 2,500	\$ 116,313
Peter Eloranta Chemistry Award Scholarship	\$ 4,183	\$ 81	\$ -	\$ 4,264
Peter Eloranta Scholarship	\$ 151,575	\$ 4,938	\$ 12,235	\$ 144,278
Rebecca H. Perry Memorial Scholarship	\$ 211,403	\$ 7,196	\$ -	\$ 218,598

APPENDIX A
Town of Needham
Trust Funds

Year Ended June 30, 2004

Fund	July 1, 2003		Receipts		Disbursements		June 30, 2004
Richard Jensen, Sr. Memorial Scholarship	\$	1,606	\$	54	\$	-	\$ 1,660
Ruth Ann B. Simmons MD Memorial Scholarship	\$	13,845	\$	7,653	\$	500	\$ 20,998
School Permanent Donation	\$	12,751	\$	725	\$	1,396	\$ 12,080
Stacy Neilson Memorial Fund (Soccer Team)	\$	(1,983)	\$	-	\$	2,910	\$ (4,893)
Stanley Willox Memorial Scholarship	\$	493	\$	2	\$	500	\$ (4)
Steven Wernick Memorial Scholarship	\$	568	\$	116	\$	250	\$ 433
Students Need Arts Trust Fund	\$	4,372	\$	148	\$	-	\$ 4,520
Thomas C. Hanson Memorial Scholarship	\$	-	\$	-	\$	-	\$ -
Timothy P. Flanagan Memorial Scholarship	\$	20,234	\$	656	\$	1,000	\$ 19,890
William G. Moseley Scholarship	\$	17,000	\$	568	\$	250	\$ 17,318
William T. Burke Memorial Scholarship	\$	5,296	\$	165	\$	500	\$ 4,961
Subtotal School	\$	1,249,034	\$	60,479	\$	45,291	\$ 1,264,222
Library							
Arthur W. & Barbara S. Hatch Fund	\$	288,588	\$	10,362	\$	21,278	\$ 277,672
Bosworth Library Trust Fund	\$	7,358	\$	243	\$	500	\$ 7,101
Charles Fredic Clifford Henderson Library 10% Trust	\$	76,768	\$	2,594	\$	194	\$ 79,169
Cora Proctor Thurston Fund	\$	12,602	\$	412	\$	540	\$ 12,474
Helen DE M. Dunn Library Trust Fund	\$	2,030	\$	69	\$	-	\$ 2,099
Karl L. Nutter Library Trust Fund	\$	1,921	\$	65	\$	-	\$ 1,986
Laura G. Willgoose Library Trust Fund	\$	128,247	\$	4,320	\$	1,209	\$ 131,358
Library Permanent Donation Fund	\$	30,017	\$	17,496	\$	16,745	\$ 30,767
Lois Carley Children's Library Trust	\$	10,152	\$	342	\$	100	\$ 10,394
Martha Barr Library Trust Fund	\$	1,936	\$	66	\$	-	\$ 2,001
Myra S. Greenwood Library Trust Fund	\$	44,954	\$	1,522	\$	-	\$ 46,476
Roger S. Corliss Fund	\$	6,855	\$	229	\$	177	\$ 6,908
William Carter Fund	\$	37,039	\$	1,171	\$	2,109	\$ 36,101
William H. Wye Library Fund	\$	1,398	\$	47	\$	-	\$ 1,446
Subtotal Library	\$	649,866	\$	38,938	\$	42,852	\$ 645,951

APPENDIX A

Town of Needham

Trust Funds

Year Ended June 30, 2004

Fund	July 1, 2003	Receipts	Disbursements	June 30, 2004
Other Funds				
Board of Health	\$ 116	4	\$ -	\$ 120
Community Revitalization Maintenance 10% Trust	\$ 14,826	381	\$ 5,750	\$ 9,457
Community Revitalization Trust	\$ 22,400	1,319	\$ 13,431	\$ 10,289
Conservation Fund	\$ 114,614	3,880	\$ -	\$ 118,494
Council on Aging Permanent Donation	\$ 179,001	5,383	\$ 25,000	\$ 159,384
Esther Lyford Trust	\$ 6,303	213	\$ -	\$ 6,516
General Trust Allocation	\$ -	2,223	\$ -	\$ 2,223
Green Field Improvement Association Fund	\$ 5,172	146	\$ 1,386	\$ 3,932
John B. Tolman Trust (Library/Temperance Organization)	\$ 139,875	4,708	\$ 2,891	\$ 141,693
Mary Virginia E. Hill (Animal Welfare) Fund	\$ 8,299	281	\$ -	\$ 8,580
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$ 7,774	263	\$ -	\$ 8,037
Needham Military Band Inc. 2011 Fund	\$ 17,312	586	\$ -	\$ 17,898
Park & Recreation (Park Beautification) Fund	\$ 4,648	1,380	\$ -	\$ 6,028
Rebecca Perry Park Trust Fund	\$ 22,474	762	\$ -	\$ 23,236
Robert & Marcia Carleton Memorial Trust Fund	\$ 59,140	2,001	\$ -	\$ 61,141
Robert & Marcia Carleton Pavilion Fund	\$ 20,822	705	\$ -	\$ 21,527
Skate Park Trust Fund	\$ 1,459	49	\$ -	\$ 1,508
Subtotal Other Funds	\$ 624,235	24,286	\$ 48,457	\$ 600,063
TOTAL	\$ 2,523,134	123,702	\$ 136,601	\$ 2,510,236

Town of Needham
Enterprise Funds
Statements of Net Assets
Year Ended June 30, 2004

ASSETS

	<u>RTS</u>	<u>Sewer</u>	<u>Water</u>
Current Assets:			
Cash and investments	\$ 794,447	\$ 1,795,170	\$ 741,840
Receivables:			
Fees and charges	\$ 167,376	\$ 1,694,600	\$ 1,197,186
Total current assets	\$ 961,823	\$ 3,489,770	\$ 1,939,026
Noncurrent Assets:			
Land and construction in progress	\$ 4,899,516	\$ 314,005	\$ 730,473
	\$ 1,915,895	\$ 12,767,867	\$ 24,922,030
Total noncurrent assets	\$ 6,815,411	\$ 13,081,872	\$ 25,652,503
Total Assets	\$ 7,777,234	\$ 16,571,642	\$ 27,591,529

LIABILITIES

Current Liabilities:			
Accounts payable	\$ 106,167	\$ 27,111	\$ 137,706
Accrued liabilities	\$ 12,273	\$ 77,377	\$ 35,916
Other liabilities	\$ 9,855	\$ 4,709	\$ 846
	\$ -	\$ -	\$ -
Current portion of long-term liabilities	\$ 200,403	\$ 775,513	\$ 705,893
Total current liabilities	\$ 328,698	\$ 884,710	\$ 880,361
Long-term Liabilities			
Bonds payable	\$ 311,000	\$ 4,580,791	\$ 5,640,113
Compensated absences	\$ 7,606	\$ 15,906	\$ 13,134
Total long-term liabilities	\$ 318,606	\$ 4,596,697	\$ 5,653,247
Total Liabilities	\$ 647,304	\$ 5,481,407	\$ 6,533,608

NET ASSETS

Invested in capital assets, net of related debt	\$ 6,643,529	\$ 8,224,375	\$ 19,414,152
Unrestricted assets	\$ 486,401	\$ 2,865,860	\$ 1,643,769
Total Net Assets	\$ 7,129,930	\$ 11,090,235	\$ 21,057,921

APPENDIX C

Town of Needham

General Fund

Statement of Budget Appropriations and Expenditures

Year Ended June 30, 2004

Description	Annual Town Meeting Appropriations	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY 04 Encumbrances	Total Expenditures	Unexpended Balance
Townwide Expense	\$ 14,967,868	\$ -	\$ 55,000	\$ 15,022,868	\$ 14,206,522	\$ 130,737	\$ 14,337,259	\$ 685,609
General Government	\$ 1,029,764	\$ 31,390	\$ 146,500	\$ 1,207,654	\$ 1,072,944	\$ 87,528	\$ 1,160,472	\$ 47,182
Finance	\$ 3,000,024	\$ (202,529)	\$ (789,411)	\$ 2,008,084	\$ 1,518,388	\$ 103,109	\$ 1,621,497	\$ 386,587
Education	\$ 34,390,905	\$ (330,000)	\$ -	\$ 34,060,905	\$ 33,224,294	\$ 509,279	\$ 33,733,573	\$ 327,332
Public Safety	\$ 9,524,859	\$ 108,235	\$ 34,575	\$ 9,667,669	\$ 9,451,871	\$ 8,658	\$ 9,460,529	\$ 207,140
Public Facilities	\$ 8,005,928	\$ 62,262	\$ 545,336	\$ 8,613,526	\$ 8,286,981	\$ 98,082	\$ 8,385,063	\$ 228,463
Human Services	\$ 840,561	\$ 9,716	\$ 8,000	\$ 858,277	\$ 804,840	\$ 2,497	\$ 807,337	\$ 50,940
Development	\$ 182,999	\$ -	\$ -	\$ 182,999	\$ 167,698	\$ 4,653	\$ 172,351	\$ 10,648
Cultural & Leisure	\$ 1,435,128	\$ 3,439	\$ -	\$ 1,438,567	\$ 1,408,918	\$ 3,183	\$ 1,412,101	\$ 26,466
TOTAL	\$ 73,378,036	\$ (317,487)	\$ -	\$ 73,060,549	\$ 70,142,456	\$ 947,726	\$ 71,090,182	\$ 1,970,367
Townwide Expenses	\$ 313,000	\$ -	\$ -	\$ 313,000	\$ 259,568	\$ 53,431	\$ 312,999	\$ 1
10 Street Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Garbage Collection	\$ 360,000	\$ -	\$ -	\$ 360,000	\$ 314,196	\$ -	\$ 314,196	\$ 45,804
12 Insurance, general	\$ 7,545,638	\$ -	\$ -	\$ 7,545,638	\$ 7,289,305	\$ 5,858	\$ 7,295,163	\$ 250,475
13 Health Insurance	\$ 385,000	\$ -	\$ -	\$ 385,000	\$ 364,553	\$ 20,448	\$ 385,001	\$ (1)
14 Worker's Compensation	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -
15 Property Self Insurance	\$ 67,035	\$ -	\$ 55,000	\$ 122,035	\$ 87,269	\$ 15,000	\$ 102,269	\$ 19,766
16 Unemployment Compensation	\$ 380,000	\$ -	\$ -	\$ 380,000	\$ 380,000	\$ -	\$ 380,000	\$ -
17 Post Employment Liability Fund	\$ 2,169,639	\$ -	\$ -	\$ 2,169,639	\$ 2,241,324	\$ -	\$ 2,241,324	\$ (71,685)
18 Principal	\$ 503,221	\$ -	\$ -	\$ 503,221	\$ 280,796	\$ -	\$ 280,796	\$ 222,425
19 Interest	\$ 2,392,000	\$ -	\$ -	\$ 2,392,000	\$ 2,346,770	\$ -	\$ 2,346,770	\$ 45,230
20 Contributory Retirement	\$ 128,500	\$ -	\$ -	\$ 128,500	\$ 127,967	\$ -	\$ 127,967	\$ 533
21 Chapter 32 Retirement	\$ 516,335	\$ -	\$ -	\$ 516,335	\$ 343,559	\$ -	\$ 343,559	\$ 172,776
22 Minuteman Assessment	\$ 187,500	\$ -	\$ -	\$ 187,500	\$ 151,215	\$ 36,000	\$ 187,215	\$ 285
23 MBTA Commuter Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 14,967,868	\$ -	\$ 55,000	\$ 15,022,868	\$ 14,206,522	\$ 130,737	\$ 14,337,259	\$ 685,609
Board of Selectmen	\$ 384,492	\$ 501	\$ -	\$ 384,993	\$ 369,274	\$ -	\$ 369,274	\$ 15,719
101 Salaries	\$ 30,800	\$ -	\$ -	\$ 30,800	\$ 12,975	\$ -	\$ 12,975	\$ 17,825
102 Merit Pay	\$ 138,863	\$ 12,000	\$ -	\$ 150,863	\$ 116,256	\$ 32,560	\$ 148,816	\$ 2,047
103 Purchase of service	\$ 23,141	\$ -	\$ -	\$ 23,141	\$ 19,620	\$ 859	\$ 20,479	\$ 2,662
104 Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
105 Capital outlay	\$ 577,296	\$ 12,501	\$ 21,250	\$ 611,047	\$ 518,125	\$ 54,669	\$ 572,794	\$ 38,253
TOTAL	\$ 181,022	\$ 13,339	\$ 1,650	\$ 194,361	\$ 192,857	\$ 4,720	\$ 192,857	\$ 1,504
Town Clerk	\$ 18,199	\$ 5,250	\$ -	\$ 23,449	\$ 20,378	\$ -	\$ 20,378	\$ 3,071
106 Salaries	\$ 3,870	\$ 300	\$ 300	\$ 4,470	\$ 4,224	\$ 173	\$ 4,397	\$ 73
107 Purchase of service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
108 Expenses	\$ 20,604	\$ -	\$ -	\$ 20,604	\$ 29,904	\$ -	\$ 29,903	\$ 1
109 Capital outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
110 Tellers / Canvassers / Details	\$ 223,695	\$ 18,889	\$ 11,250	\$ 253,834	\$ 247,362	\$ 4,893	\$ 252,255	\$ 1,579
TOTAL	\$ 223,695	\$ 18,889	\$ 11,250	\$ 253,834	\$ 247,362	\$ 4,893	\$ 252,255	\$ 1,579

APPENDIX C

Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2004

Description	Annual Town Meeting Appropriations	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY 04 Encumbrances	Total Expenditures	Unexpended Balance
Legal								
111 Salaries	\$ 59,750	\$ -	\$ -	\$ 59,750	\$ 59,153	\$ -	\$ 59,153	\$ 597
112 Special fees	\$ 150,000	\$ -	\$ 100,000	\$ 250,000	\$ 227,407	\$ 22,264	\$ 249,671	\$ 329
113 Settlements & judgments	\$ -	\$ -	\$ 14,000	\$ 14,000	\$ -	\$ -	\$ -	\$ 14,000
114 Expenses	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ 16,252	\$ -	\$ 16,252	\$ (12,752)
TOTAL	\$ 213,250	\$ -	\$ 114,000	\$ 327,250	\$ 302,812	\$ 22,264	\$ 325,076	\$ 2,174
Personnel Board								
115 Salaries	\$ 1,523	\$ -	\$ -	\$ 1,523	\$ 427	\$ -	\$ 427	\$ 1,096
116 Purchase of service	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 4,218	\$ 5,702	\$ 9,920	\$ 80
117 Merit program	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
TOTAL	\$ 15,523	\$ -	\$ -	\$ 15,523	\$ 4,645	\$ 5,702	\$ 10,347	\$ 5,176
Assessors								
201 Salaries	\$ 236,716	\$ 1,650	\$ -	\$ 238,366	\$ 238,335	\$ -	\$ 238,335	\$ 31
202 Purchase of service	\$ 50,500	\$ -	\$ -	\$ 50,500	\$ 9,893	\$ 39,072	\$ 48,965	\$ 1,535
203 Expenses	\$ 11,750	\$ -	\$ -	\$ 11,750	\$ 10,336	\$ -	\$ 10,336	\$ 1,414
204 Capital outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 298,966	\$ 1,650	\$ -	\$ 300,616	\$ 258,564	\$ 39,072	\$ 297,636	\$ 2,980
Finance Department								
205 Salaries	\$ 842,059	\$ 4,408	\$ -	\$ 846,467	\$ 804,972	\$ -	\$ 804,972	\$ 41,495
206 Purchase of service	\$ 398,244	\$ 5,000	\$ -	\$ 403,244	\$ 351,808	\$ 46,615	\$ 398,423	\$ 4,821
207 Expenses	\$ 93,005	\$ -	\$ -	\$ 93,005	\$ 78,838	\$ 14,167	\$ 93,005	\$ -
208 Capital outlay	\$ 3,255	\$ -	\$ -	\$ 3,255	\$ -	\$ 3,255	\$ 3,255	\$ -
TOTAL	\$ 1,336,563	\$ 9,408	\$ -	\$ 1,345,971	\$ 1,235,618	\$ 64,037	\$ 1,299,655	\$ 46,316
Finance Committee								
209 Salaries	\$ 25,250	\$ -	\$ -	\$ 25,250	\$ 23,521	\$ -	\$ 23,521	\$ 1,729
210 Purchase of service	\$ 350	\$ -	\$ -	\$ 350	\$ 250	\$ -	\$ 250	\$ 100
211 Expenses	\$ 150	\$ -	\$ -	\$ 150	\$ 435	\$ -	\$ 435	\$ -
212 Reserve fund	\$ 1,338,745	\$ (213,587)	\$ (789,696)	\$ 335,462	\$ -	\$ -	\$ -	\$ 335,462
TOTAL	\$ 1,364,495	\$ (213,587)	\$ (789,411)	\$ 361,497	\$ 24,206	\$ -	\$ 24,206	\$ 337,291
Needham Public Schools								
301 Salaries	\$ 29,126,240	\$ (496,465)	\$ -	\$ 28,629,775	\$ 28,452,023	\$ -	\$ 28,452,023	\$ 177,752
302 Purchase of service	\$ 4,148,096	\$ (136,498)	\$ -	\$ 4,011,598	\$ 3,683,540	\$ 139,644	\$ 3,823,184	\$ 188,414
303 Expenses	\$ 941,027	\$ 130,287	\$ -	\$ 1,071,314	\$ 807,423	\$ 230,630	\$ 1,038,053	\$ 33,261
304 Capital outlay	\$ 175,542	\$ 172,676	\$ -	\$ 348,218	\$ 281,308	\$ 139,005	\$ 420,313	\$ (72,095)
TOTAL	\$ 34,390,905	\$ (330,000)	\$ -	\$ 34,060,905	\$ 33,224,294	\$ 509,279	\$ 33,733,573	\$ 327,332
Police Department								
401 Total salaries	\$ 3,800,178	\$ 36,088	\$ -	\$ 3,836,266	\$ 3,769,784	\$ -	\$ 3,769,784	\$ 66,482
402 Purchase of service	\$ 61,300	\$ 3,500	\$ -	\$ 64,800	\$ 51,841	\$ 3,165	\$ 55,006	\$ 9,794
403 Expenses	\$ 130,935	\$ 23,000	\$ -	\$ 153,935	\$ 133,882	\$ 1,864	\$ 135,746	\$ 18,189
404 Capital outlay	\$ 134,740	\$ -	\$ -	\$ 134,740	\$ 118,921	\$ -	\$ 118,921	\$ 15,819
TOTAL	\$ 4,127,153	\$ 62,588	\$ -	\$ 4,189,741	\$ 4,074,428	\$ 5,029	\$ 4,079,457	\$ 110,284

APPENDIX C

Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2004

Description	Annual Town Meeting Appropriations	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY 04 Encumbrances	Total Expenditures	Unexpended Balance
Fire Department								
405 Total salaries	\$ 4,912,560	\$ 45,005	\$ -	\$ 4,957,565	\$ 4,882,932	\$ -	\$ 4,882,932	\$ 74,633
406 Purchase of service	\$ 51,385	\$ 7,000	\$ 20,000	\$ 78,385	\$ 76,638	\$ 879	\$ 77,517	\$ 868
407 Expenses	\$ 148,313	\$ (7,000)		\$ 141,313	\$ 128,064	\$ 1,714	\$ 129,778	\$ 11,535
408 Capital outlay	\$ -	\$ -	\$ 14,015	\$ 14,015	\$ 14,015		\$ 14,015	\$ -
TOTAL	\$ 5,112,258	\$ 45,005	\$ 34,015	\$ 5,191,278	\$ 5,101,649	\$ 2,593	\$ 5,104,242	\$ 87,036
Building Inspection & Weights & Measures								
409 Salaries	\$ 275,438	\$ 642	\$ -	\$ 276,080	\$ 266,795	\$ -	\$ 266,795	\$ 9,285
410 Purchase of service	\$ 3,474	\$ -	\$ -	\$ 3,474	\$ 3,131	\$ -	\$ 3,131	\$ 343
411 Expenses	\$ 6,536	\$ -	\$ 560	\$ 7,096	\$ 5,868	\$ 1,036	\$ 6,904	\$ 192
412 Capital outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 285,448	\$ 642	\$ 560	\$ 286,650	\$ 275,794	\$ 1,036	\$ 276,830	\$ 9,820
Department of Public Works								
501 Salaries	\$ 2,432,230	\$ 14,708	\$ -	\$ 2,446,938	\$ 2,392,736		\$ 2,392,736	\$ 54,202
502 Purchase of service	\$ 799,767	\$ -	\$ 2,000	\$ 801,767	\$ 634,250	\$ 47,481	\$ 681,731	\$ 120,036
503 Expenses	\$ 313,750	\$ -		\$ 313,750	\$ 289,063	\$ 19,150	\$ 308,213	\$ 5,537
504 Capital outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
505 Snow & Ice	\$ 165,000	\$ -	\$ 316,336	\$ 481,336	\$ 476,405	\$ 256	\$ 476,661	\$ 4,675
TOTAL	\$ 3,710,747	\$ 14,708	\$ 318,336	\$ 4,043,791	\$ 3,792,454	\$ 66,887	\$ 3,859,341	\$ 184,450
Municipal Building Maintenance Board								
506 Salaries	\$ 2,117,445	\$ 21,304	\$ 37,000	\$ 2,175,749	\$ 2,175,749		\$ 2,175,749	\$ -
507 Purchase of service	\$ 1,782,441	\$ 25,000	\$ 190,000	\$ 1,997,441	\$ 1,966,221	\$ 29,967	\$ 1,996,188	\$ 1,253
508 Expenses	\$ 309,062	\$ 1,250		\$ 310,312	\$ 300,451	\$ 1,228	\$ 301,679	\$ 8,633
509 Capital outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 4,208,948	\$ 47,554	\$ 227,000	\$ 4,483,502	\$ 4,442,421	\$ 31,195	\$ 4,473,616	\$ 9,886
Permanent Public Building Committee								
510 Salaries	\$ 82,433	\$ -	\$ -	\$ 82,433	\$ 48,542		\$ 48,542	\$ 33,891
511 Purchase of service	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 939	\$ -	\$ 939	\$ 61
512 Expenses	\$ 2,800	\$ -	\$ -	\$ 2,800	\$ 2,625	\$ -	\$ 2,625	\$ 175
513 Capital outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 86,233	\$ -	\$ -	\$ 86,233	\$ 52,106	\$ -	\$ 52,106	\$ 34,127
Board of Health								
601 Salaries	\$ 275,355	\$ 5,812	\$ -	\$ 281,167	\$ 276,893		\$ 276,893	\$ 4,274
602 Purchase of service	\$ 75,741	\$ -	\$ 8,000	\$ 83,741	\$ 80,632	\$ 2,497	\$ 83,129	\$ 612
603 Expenses	\$ 7,550	\$ -	\$ -	\$ 7,550	\$ 7,248	\$ -	\$ 7,248	\$ 302
604 Capital outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 358,646	\$ 5,812	\$ 8,000	\$ 372,458	\$ 364,773	\$ 2,497	\$ 367,270	\$ 5,188
Veterans Services								
605 Salaries	\$ 52,037	\$ 184	\$ -	\$ 52,221	\$ 51,956		\$ 51,956	\$ 265
606 Purchase of service	\$ 150	\$ -	\$ -	\$ 150	\$ 109	\$ -	\$ 109	\$ 41
607 Expenses	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ 3,152	\$ -	\$ 3,152	\$ 348
608 Veterans's benefits	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ 7,800	\$ -	\$ 7,800	\$ 22,200
TOTAL	\$ 85,687	\$ 184	\$ -	\$ 85,871	\$ 63,017	\$ -	\$ 63,017	\$ 22,854

APPENDIX C
Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2004

Description	Annual Town Meeting Appropriations	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY 04 Encumbrances	Total Expenditures	Unexpended Balance
Youth Commission								
609 Salaries	\$ 172,308	\$ 2,841		\$ 175,149	\$ 167,535		\$ 167,535	\$ 7,614
610 Purchase of service	\$ 2,800	-		\$ 2,800	\$ 2,780		\$ 2,780	\$ 20
611 Expenses	\$ 1,990	-		\$ 1,990	\$ 1,944		\$ 1,944	\$ 46
612 Capital outlay	\$ -	-		\$ -	\$ -		\$ -	\$ -
TOTAL	\$ 177,098	\$ 2,841	\$ -	\$ 179,939	\$ 172,259	\$ -	\$ 172,259	\$ 7,680
Council on Aging								
613 Salaries	\$ 210,137	\$ 879		\$ 211,016	\$ 196,124		\$ 196,124	\$ 14,892
614 Purchase of service	\$ 3,305	-		\$ 3,305	\$ 3,174		\$ 3,174	\$ 131
615 Expenses	\$ 5,175	-		\$ 5,175	\$ 5,152		\$ 5,152	\$ 23
616 Capital outlay	\$ -	-		\$ -	\$ -		\$ -	\$ -
TOTAL	\$ 218,617	\$ 879	\$ -	\$ 219,496	\$ 204,450	\$ -	\$ 204,450	\$ 15,046
Commission on Disabilities								
617 Expenses	\$ 513	-		\$ 513	\$ 341		\$ 341	\$ 172
TOTAL	\$ 513	\$ -	\$ -	\$ 513	\$ 341	\$ -	\$ 341	\$ 172
Planning Board								
701 Salaries	\$ 121,741	-		\$ 121,741	\$ 115,002		\$ 115,002	\$ 6,739
702 Purchase of service	\$ 8,000	-		\$ 8,000	\$ 4,576	\$ 3,425	\$ 8,001	\$ (1)
703 Expenses	\$ 3,310	-		\$ 3,310	\$ 2,280	\$ 1,028	\$ 3,308	\$ 2
704 Capital outlay	\$ -	-		\$ -	\$ -		\$ -	\$ -
TOTAL	\$ 133,051	\$ -	\$ -	\$ 133,051	\$ 121,858	\$ 4,453	\$ 126,311	\$ 6,740
Conservation Commission								
705 Salaries	\$ 29,317	-		\$ 29,317	\$ 27,569		\$ 27,569	\$ 1,748
706 Purchase of service	\$ 820	-		\$ 820	\$ 808		\$ 808	\$ 12
707 Expenses	\$ 1,638	-		\$ 1,638	\$ 1,228	\$ 200	\$ 1,428	\$ 210
708 Capital outlay	\$ -	-		\$ -	\$ -		\$ -	\$ -
TOTAL	\$ 31,775	\$ -	\$ -	\$ 31,775	\$ 29,605	\$ 200	\$ 29,805	\$ 1,970
Board of Appeals								
709 Salaries	\$ 14,963	-		\$ 14,963	\$ 13,971		\$ 13,971	\$ 992
710 Purchase of service	\$ 3,040	-		\$ 3,040	\$ 2,124		\$ 2,124	\$ 916
711 Expenses	\$ 170	-		\$ 170	\$ 140		\$ 140	\$ 30
TOTAL	\$ 18,173	\$ -	\$ -	\$ 18,173	\$ 16,235	\$ -	\$ 16,235	\$ 1,938
Historical Commission								
712 Expenses	\$ 513	-		\$ 513	\$ 97		\$ 97	\$ 416
TOTAL	\$ 513	\$ -	\$ -	\$ 513	\$ 97	\$ -	\$ 97	\$ 416
Needham Public Free Library								
801 Salaries	\$ 773,707	\$ 343		\$ 774,050	\$ 758,863		\$ 758,863	\$ 15,187
802 Purchase of service	\$ 43,001	-		\$ 43,001	\$ 42,676		\$ 42,676	\$ 325
803 Books & Periodicals	\$ 151,905	-		\$ 151,905	\$ 150,845	\$ 320	\$ 151,165	\$ 740
804 Expenses	\$ 12,431	-		\$ 12,431	\$ 11,376	\$ 120	\$ 11,496	\$ 935
805 Capital outlay	\$ -	-		\$ -	\$ -		\$ -	\$ -
TOTAL	\$ 981,044	\$ 343	\$ -	\$ 981,387	\$ 963,760	\$ 440	\$ 964,200	\$ 17,187

APPENDIX C

Town of Needham
General Fund

Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2004

Description	Annual Town Meeting Appropriations	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY 04 Encumbrances	Total Expenditures	Unexpended Balance
Park & Recreation								
806 Salaries	\$ 376,946	\$ 3,096		\$ 380,042	\$ 372,518		\$ 372,518	\$ 7,524
807 Purchase of service	\$ 40,778	-		\$ 40,778	\$ 40,658		\$ 40,658	\$ 120
808 Expenses	\$ 23,347	-		\$ 23,347	\$ 21,994	\$ 243	\$ 22,237	\$ 1,110
809 Capital outlay	\$ 12,000	-		\$ 12,000	\$ 9,391	\$ 2,500	\$ 11,891	\$ 109
TOTAL	\$ 453,071	\$ 3,096	-	\$ 456,167	\$ 444,561	\$ 2,743	\$ 447,304	\$ 8,863
Memorial Park								
810 Expenses	\$ 500	-		\$ 500	\$ 500	-	\$ 500	-
811 Capital outlay		-		\$ -			\$ -	-
TOTAL	\$ 500	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -
TOTAL	\$ 73,378,036	\$ (317,487)	\$ -	\$ 73,060,549	\$ 70,142,456	\$ 947,726	\$ 71,090,182	\$ 1,970,367

APPENDIX D

FUTURE SCHOOL NEEDS COMMITTEE ENROLLMENT PROJECTIONS

YEAR BIRTHS*	1998/1999 415	99/00 368	00/01 386	01/02 350	02/03 340	03/04 372	04/05 372	05/06 372	06/07 372	07/08 372	08/09 372
SCHOOL YEAR	2004/2005	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15
GRADE	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED
K	422	433	441	392	367	402	402	402	402	402	402
1	412	405	420	458	407	381	417	417	417	417	417
2	388	405	450	421	459	408	382	418	418	418	418
3	364	371	415	460	430	469	417	391	427	427	427
4	360	363	417	418	463	433	472	420	393	430	430
5	359	368	371	414	415	460	430	469	417	391	427
6	336	357	365	375	418	419	465	435	474	421	395
7	377	375	371	364	374	416	417	463	433	472	419
8	333	338	354	369	362	372	414	415	460	431	469
9	390	375	386	366	382	375	385	429	430	476	446
10	360	357	346	381	362	378	371	380	424	425	470
11	341	348	361	337	371	352	368	361	370	413	414
12	338	343	337	350	327	360	341	357	350	359	400
TOTAL	4,780	4,838	5,034	5,105	5,137	5,225	5,281	5,357	5,415	5,482	5,534
K-5	2,305	2,345	2,514	2,563	2,541	2,553	2,520	2,517	2,474	2,485	2,521
6-8	1,046	1,070	1,090	1,108	1,154	1,207	1,296	1,313	1,367	1,324	1,283
9-12	1,429	1,423	1,430	1,434	1,442	1,465	1,465	1,527	1,574	1,673	1,730
	4,780	4,838	5,034	5,105	5,137	5,225	5,281	5,357	5,415	5,482	5,534

APPENDIX E

NEEDHAM PUBLIC SCHOOLS

PERFORMANCE REPORT 2004

This document is published as a separate document by the Needham Public Schools and is available on their website at http://district.needham.k12.ma.us/reports/perf_report_04.pdf.

A community and school partnership that • creates excited learners • demands excellence • fosters integrity.

The Schools

Needham has five elementary schools, one middle school, and one high school, with an enrollment totaling 4,775 students at the start of the 2003-2004 school year. The Needham Public Schools provide strong academic and co-curricular programs along with a preschool and after school enrichment opportunities, including summer school. An adult education program, enjoyed by over 1,000 participants each year, provides lifelong learning experiences for the community. Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities for Boston students in surrounding suburban communities. Needham also participates in The Education Cooperative (TEC), a collaboration of 13 school systems. This partnership enables all of the communities to enjoy economies of scale and shared programming that would be impossible for any one school system to provide by itself. For more information about our schools, visit our website at www.needham.k12.ma.us.

The Town

With its easy accessibility to Boston, good schools, and many amenities, Needham is a popular and desirable location for families. The Town boasts an increasingly rich cultural diversity, outdoor open space, and recreational areas, as well as a strong and vibrant community. The current population is about 29,000, with a median family income of \$107,570. Two websites provide useful information about Needham: www.town.needham.ma.us and www.state.ma.us/cc/needham.html.

Needham by the Numbers—The 2003-2004 School Year

Students

Total Number of Students	4,775
Enrollment by Level	
• Preschool	87
• Elementary	2,206
• Middle School	1,084
• High School	1,355
• Out of District	35
• TEC Alternative School	8

Student Demographics

• METCO Students	2.9%
• Receiving Special Education Services	10.8%
• Receiving Free/Reduced Lunch	3.1%
• Limited English Proficient	0.7%
• Black Students	3.7%
• Asian Students	5.6%
• Hispanic Students	2.1%
• White Students	88.5%

Needham Residents Attending Minuteman Regional Vocational Technical HS	26
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Needham Residents Attending

• Private Schools	947
• Home Educated Students	12

Dollars

Needham Public Schools FY04	
Operating Budget	\$34,060,905
Percentage of Budget Dedicated to Personnel	84%

Staff

Total Number of Teachers and Administrators	437
• Black Staff	7
• Asian Staff	10
• Hispanic Staff	3
• White Staff	417
• Teachers Licensed	97.4%

Miscellaneous Statistics

• Number of Meals Served Annually	384,130
• Number of Students per Computer	4.8
• Dropout Rate	0.2%
• Attendance Rate	96.5%

Letter from School Committee Chairman

Dear Citizens of Needham,

Welcome to the 2004 Performance Report for the Needham Public Schools. In this report, we take the opportunity to examine our current situation, to celebrate our successes, and to reflect upon the challenges that face us. Central to this report is the notion of community. The community that we aim to reach with this information is not the narrow school community; rather, it is the entire community of Needham that has so steadfastly supported its schools. Because of your support, we want you to be able to evaluate for yourself the quality of our schools.

This Performance Report tries to take a holistic look at our schools. Too often, a school system is judged by a test score or the actions of a few students. Instead, by looking at different types of data from multiple sources, we hope to tell the bigger story. Our students are more than good grades and test scores; they are performers, athletes, and citizens. We believe that by taking a comprehensive look at our schools, we are in a much stronger position to chart a wise course of action for the future. We are proud of our schools. The achievement of our students has never been stronger; however, our schools also face significant challenges and opportunities. One major objective that we have yet to achieve is the implementation of full-day kindergarten. We also continue to have facility needs resulting from the confluence of a growing school population and our deteriorating buildings. Please read the full report, but don't stop there. Come out to visit our schools. Attend our performances and sports events. Participate in our adult education program. We think you will be amazed at the quality and breadth of the Needham Public Schools.

Sincerely,

Gary Crossen
Chair, Needham School Committee

Needham School Committee

Gary Crossen, *Chair*
Paul Denver, *Vice-Chair*
Marianne Cooley
Donald Gratz
Karen Price
Jeff Simmons
Susan Welby

Andrea Wong
Hillside School
781/455-0461

Michael Schwinden
William Mitchell School
781/455-0466

Principals

Anne Whittredge
Broadmeadow School
781/455-0448

Robert Abbey
Newman School
781/455-0416

Suzanne Wilcox
John Eliot School
781/455-0452

Joseph Barnes
Pollard Middle School
781/455-0480

Paul Richards
Needham High School
781/455-0800

Report Organization

Five critical performance areas are tracked. The ensuing narratives provide information and outline specific challenges for the future. We thank the Team to Improve Performance (TIP), a group of community members and staff dedicated to using and analyzing data to inform decisions and monitor progress, for its continued guidance in this project.

Office of the Superintendent

Dear Fellow Needhamites,

It is with great pleasure that we present our 2004 Performance Report. This is our fourth report. What began as a communication instrument has become an important evaluation and planning tool. Preparing the data each year provides us with an opportunity to reflect on a set of measures, look at patterns, and determine what this information tells us about what we truly value in education. This analysis is extremely important in identifying challenges and helping us to chart a direction for the future. The first conclusion we can draw from the data is that Needham has an excellent school system. Because we now have several years of information, we can see from all of the indicators that our students continue to demonstrate academic and social accomplishment and progress. I am particularly pleased to see increased satisfaction rates for all academic areas on our latest parent survey.

Education is a primary gateway to a happy and productive life; and we are fortunate to have a community that supports its schools through commitment, resources, and collaboration. A very strong example of this support was the override vote by the citizens of Needham, which will enable us to build a new, state-of-the-art high school. We are very appreciative of the entire Needham community for their support in meeting this pressing need. Despite all of the good news, our schools still face a number of difficulties as we move forward. We have other school buildings that are too small and badly in need of repair, our student population is increasing at a rate that is beyond all projections, and the needs of our students multiply and grow more complicated. In addition, we are faced with replacing a significant portion of our administrative staff over the next few years. These are challenges that require the continuing support and commitment of our entire community if we are to maintain a quality school system.

Please read this report. We welcome your opinions and feedback in our effort to keep you informed about the performance of your schools.

Sincerely,

Stephen J. Theall
Superintendent of Schools

Central Administration
781/455-0400
Stephen J. Theall x203
Superintendent of Schools

Theresa W. Duggan x226
Director of Program Development
and Implementation

Mildred B. Beane x209
Director of Personnel Resources

Anne Gulati x207
Director of Financial Operations

George Johnson x213
Director of Student Development
and Program Evaluation

Susan Bonaiuto x211
Director of Community Education
Programs and External Funding

NCLB Reporting Requirements

The federal *No Child Left Behind Act* (NCLB) now requires schools to issue a District Report Card, which includes minimal data that must be provided to all parents. This Performance Report not only satisfies that requirement, but also, we hope, offers a comprehensive presentation of the issues of concern to the community.

STUDENT PERFORMANCE LEARNING AND GROWTH

We believe that the Needham schools are a place for all students to achieve personal, as well as academic, growth and success. In order to monitor student academic progress we analyze total class, subgroup, and

individual student performances. However, it is important to see students as more than test scores; we assess our success through the actions and deeds of students as well. By all measures, the great majority of Needham students are achieving both academic and personal success.

Students Excel Academically

Ninety-five percent of Needham graduates go on to college, and Needham students at all levels score significantly better than their state and national peers on a variety of standardized tests. College-bound students continue to score impressively on SAT and Achievement Tests. The average combined SAT score for the Class of 2004 is steady at 1183. The average SAT verbal score of 586 was up from 577 in 2003, while the average math score of 597 exceeded the 2003 record score of 596. Further, 193 students took 322 Advanced Placement exams in 20 different subjects, with a passing rate of 95%. Needham's scores continue to be among the best in the state on the Massachusetts Comprehensive Assessment System (MCAS), which assesses students in Reading, English/ Language Arts (ELA), Mathematics, and Science. Passing the tenth grade ELA and Math tests is a graduation requirement in Massachusetts; 100% of Needham seniors passed those tests. The most recent results (2003) indicate that there has been overall improvement in all areas except third grade Reading and fourth grade Mathematics. An important goal of *No Child Left Behind*, the federal public education act, is that all students be proficient in Mathematics and English/Language Arts by 2014. Each year, every school must provide information to its community, called a School Report Card, describing its "adequate yearly progress" (AYP) towards meeting that goal. In Massachusetts, the determination of a school system's progress is based on the MCAS. All schools in Needham met their overall AYP targets; however in mathematics, some schools and the district did not meet targets for Black students. Complete information about the District Report Cards can be found on the Department of Education website (<http://profiles.doe.mass.edu/>).

No Child Left Behind also requires that school districts examine specific groups within their student populations and work towards closing any achievement gaps. In both fourth and seventh/eighth grade scores, the largest gaps are found in mathematics for our Black, low-income, and special education students. In English/Language Arts, 83% of Needham's White fourth graders scored as Advanced or Proficient, compared to 64% of Black students. In mathematics, the gap was wider, with 63% of White fourth graders scoring as Advanced or Proficient, compared to 21% of Black students. In addition, only 2% of White students failed, while 21% of Black students failed. The gap widened with eighth graders, where 50% of Black students failed the mathematics MCAS, compared to 5% of White students. For this reason, the district did not meet AYP targets for Black students in mathematics.

Results followed a similar pattern for students eligible for Free/Reduced Lunch: 31% of fourth graders eligible for Free or Reduced Lunch scored as Advanced or Proficient in fourth grade mathematics, compared to 60% of all students. Only 3% of non-free lunch eligible students failed, while 19% of free lunch eligible students failed. In eighth grade the gap widened to 50% of free lunch eligible students failing, compared to 6% of noneligible students. These gaps are a major focus for our schools and are discussed further in our Challenges section, which follows later.

Beyond Academics

While academic achievement is central to the mission of the Needham schools, we believe it is also important to encourage students to become well-rounded, responsible adults with practical social and emotional skills. Social and emotional competencies for grades K-12 have been articulated and are being taught. The next step will be to develop assessments to measure mastery of those skills. In addition, students are encouraged to be active community members by participating in clubs, sports, and extra curricular activities, as well as giving back to the community through service. This emphasis on citizenship and service is introduced in elementary school and expanded and reinforced in middle and high school. For instance:

- The Broadmeadow School community collected 10 boxes of books and 80 children's winter coats for a sister school in Dorchester.
- Pollard Grade 8 students hosted Students Take Action Day (STA Day), an all-grade conference with social justice workshops on world hunger, racism, AIDS education, and stereotypes in the media. Following the conference, each student executed a community service plan.

- At the High School, 21 students traveled to Costa Rica as part of an interdisciplinary course combining Spanish language, history, and biology. While in Costa Rica the students painted and upgraded an elementary school building as a community service project. In addition, 486 high school students logged over 25,000 hours of community service as fulfillment of their graduation requirements.

Risky Behaviors

The Centers for Disease Control and Prevention has developed a survey that enables schools to gather data about certain behaviors of their students. The Needham School System administers this questionnaire to high school and middle school students on alternating years. This past year, all high school students took the survey. While some areas showed improvement, others declined, but most remained the same. The number of students who have tried cigarettes or who are regular smokers has decreased; unfortunately, this is not the case for marijuana, alcohol, and other substances. Alcohol use has remained steady since 1995, hovering at around 50% of students who have consumed at least one drink of alcohol in the last month. Marijuana use continues to be high with 31% of high schoolers having used marijuana at least once in the last 30 days. Use of cocaine and other drugs remained steady with about 5% of high schoolers reporting having ever used cocaine. Also consistent over time, but of great concern, is the 35% of students who reported having been offered, sold, or given an illegal drug on school property.

The sexual behaviors of high schoolers remained essentially unchanged, yet more students reported condom use and delaying sexual intercourse until later in life. Twenty-six percent of high schoolers reported that they have had sexual intercourse, and 19% have had four or more partners. Stress and depression continue to be problems for many high schoolers. A full 11% of students reported significant stress or depression in their lives. Another concern is that only 51% of students described themselves as being the right weight, and 43% were trying to lose weight at the time of the questionnaire. These numbers have been very consistent over time, as have the numbers of students who practice unhealthy weight control strategies such as going without eating (8%), taking pills or powders (5%), and inducing vomiting or using laxatives (5%). On the positive side, students reporting vigorous physical activities (66%), including participation on sports teams (71%), is at an all-time high.

Challenges

Achievement Gap, Racism, and Acceptance of Diversity

Three years ago, a district team conducted an action research project in an attempt to understand the causes of the under-performance of our Black students in mathematics. The action research team concluded that a variety of factors contribute to that achievement gap, including lower expectations, learning style preferences, parent involvement, and incidents of racism experienced by our Black students. Using this research, each school last year developed an action plan to address this achievement gap.

Despite our efforts to create an anti-racist culture, our schools, like society in general, are not free of prejudice. Last year Needham High School experienced several racial incidents involving harassment, graffiti, and name-calling. The Needham High School staff and students responded proactively with "Students Speak Up," a panel discussion for the entire student body addressing a wide range of "isms." The student panelists were compelling and articulate as they described the slights and affronts of prejudice and the bias and stereotyping they may encounter on a daily basis within our schools. Homeroom discussion groups followed the assemblies. A motivated group of students also formed a Civil Rights Action Committee to address the "isms" that cause pain to individual students and compromise the NHS community. We know that only with continuous awareness, education, and action can we hope to reduce ignorance, hatred and victimization in our schools.

Making Healthy Choices

While Needham's statistics about risky behaviors are similar to or better than those of most school systems, we continue to be diligent in our pursuit of our systemwide goal to equip students with the social and emotional skills they need to resist peer pressure, make wise decisions, and weigh the risks of their behaviors.

Globe Scholastic Art Awards and District Music Awards

Sixteen Pollard Middle School students and fourteen High School students were selected to participate in the Southeast District Music Festival. Six high school students went on to All-State, and three were selected for All-Eastern. In addition, nineteen Middle and High School art students won awards in the Boston Globe Scholastic Art competition.

Batteries Not Included

Fourth grade students at the Hillside School had a unique experience when they collaborated with Olin College students in helping to design original toys. College students in an experimental course called "Batteries Not Included" at Olin, Needham's new college of engineering, created a series of hands-on exercises for the Hillside students to help the Olin group get in touch with how kids think. After spending a day on the Olin campus, the fourth graders were given a homework assignment to design an advertisement for a new kind of toy that included the name of the toy as well as a picture and design of the toy's features. The Olin students then collected the assignments and returned to Hillside to discuss the results with the fourth graders. Their ideas were developed by the Olin students into detailed toy design plans and eventually into simple electro-mechanical toys that were displayed last May at an Olin College Expo.

How Do Needham High School Students Spend Their Time?

In a survey conducted at Needham High School, we asked our students how they spend their time when they are not in class. Below is the percentage of students who said that they spend ten or more hours a week on the following activities:

• Socializing with Friends	40.8%
• Athletic Team Participation	3.9%
• Chatting or Instant Messaging	29.3%
• Homework	18.6%
• Television, Videos, or Videogames	15.2%
• Working	11.7%
• Performing Arts	6.7%
• Clubs	1.6%

Sexual Assault Awareness Day

The NHS Women's Coalition organized a Sexual Assault Awareness Day at NHS. With funding from the Needham Education Foundation, the Coalition hosted nationally known speaker Katie Koestner in an address entitled "No - Yes." The keynote was followed by discussion groups and homeroom activities. The NHS Women's Coalition, motivated by its members' personal experiences, was formed to educate students about sexual assault. The Coalition won Harvard University's Warrior Award for presenting Sexual Assault Awareness Day.

Destination Imagination

Teams from Broadmeadow, Mitchell, Newman, and Pollard were challenged in problem solving skills, creativity, and drama at the Destination Imagination regional and state tournaments. The Mitchell/Broadmeadow fourth grade team won first prize in its division and traveled to the national competition.

STAFF PERFORMANCE LEARNING AND GROWTH

Nothing is more important to the success of a school system than the quality of its teachers. Ensuring a capable faculty requires three major endeavors: selecting highly qualified professionals, providing opportunities for them to learn and grow, and utilizing effective supervision and evaluation.

Hiring

The Needham Public School System employs 401 teachers, 36 administrators, and 112 assistants and support staff for a total of 549 people. Because some positions are part-time, the actual full-time equivalency count is 466. In recent years, we have hired about 100 new people each year. Staff members leave for a variety of reasons, but the primary causes are retirement and changes in family circumstances.

With the recent large turnover in staff, we are seeing a younger faculty however, a very high percentage (85.9%) still have advanced degrees. 30% of our faculty today does not have Professional Status, meaning that they have worked in Needham for three years or less. During the next few years we expect another third of our faculty will retire, while still more teachers will leave for other reasons. In addition, there will be significant turnover in the administrative staff. Eight administrators were replaced this year, but more than half of the remaining administrators will retire over the next five years. Replacing these professionals is a difficult and time-consuming task. Hundreds of applicants are screened and interviewed. The complete selection process involves multiple interviews, classroom observations, and other exhibitions of competence, as well as reference checks. In addition, the system requires a criminal offender record (CORI) check on each person prior to employment.

Reasons for leaving

The School System keeps records to determine why our faculty members leave us. By the end of the 2003-04 school year, over 50 teachers and administrators had notified us that they were not returning for the 2004-05 school year. The reasons were:

• Retirement	38.2%
• Changes in family situation	23.6%
• Relocating	12.7%
• Job in another school system	10.9%
• Change of career	7.3%
• Non-reappointment	5.5%
• Medical	1.8%

Professional Development

Twenty years ago, teaching was thought to be more art than science; however, research demonstrates that there is clear evidence that teachers can learn instructional strategies, classroom management techniques, and curriculum designs that will enhance their effectiveness. One indication of the new emphasis on research to improve teaching can be seen in the *No Child Left Behind Act*. The phrase “scientifically-based research” is used 112 times in the wording of the law.

Needham offers a variety of content and skill-based professional development opportunities. There has been a decision to offer more in-district graduate level courses and opportunities for “job-embedded” learning linked to our district priorities. These types of experiences afford staff the opportunity to learn and practice new skills while receiving modeling, feedback, and encouragement. However, the needs of the novice teacher are somewhat different from those of the more seasoned veteran. To respond to these particular needs, Needham provides each new teacher with a trained mentor whose purpose is to share his or her experience, perspective, and knowledge. Studies have shown that mentoring is very important in the retention, integration, and growth of the new teacher.

Supervision and Evaluation

The supervisor helps the teacher by making suggestions, providing resources, and giving support; however, the primary value of the supervisor is to help the teacher become a reflective professional who can analyze situations, make informed decisions, and assess his or her own performance. For an evaluator, one of the most important responsibilities is deciding whom to retain. During their first three years, teachers undergo an extensive evaluation. Two different administrators formally observe and hold conferences with these teachers at least thirteen times. In addition, they conduct regular informal observations and discussions with the teachers. In order to obtain Professional Status, each teacher must also create a portfolio and write a reflection about his or her growth as a professional while teaching in Needham.

Challenges

Diversity Hiring and Retention

Although the Needham Public Schools hired seventeen staff members of color (non-White) for the 2003-2004 school year, this achievement was clouded by the number of people of color we lost, which was thirteen. Our total number of staff members of color is forty-one, with twenty teachers and administrators

and twenty-one support staff. Part of our plan to close the achievement gap is to hire more Black faculty. Despite focusing resources on the recruitment of Black teachers, in 2003-2004 only five Black teachers and two Black administrators were employed. Hiring a diverse faculty has been listed as a challenge in this report for the past three years, but it must remain a priority as long as we have so few role models for our children of color. We must also continue to seek new and better ways to retain those teachers we do hire.

Administrative Hiring

As indicated above, eight key administrative positions were filled this year. While we are very happy with the quality of the professionals chosen, it is becoming increasingly difficult to find highly qualified candidates for these positions. Across the state, there are many leadership jobs being filled by “temporary” or “acting” administrators because school systems are unable to find the right candidates for their jobs. With over 50% of our administrators retiring in the next few years, we face a major challenge in finding high caliber people to fill these positions.

Professional Development

Research indicates that nothing is more important to improving a school system than staff development. Yet, with budgetary constraints, cuts are often made first in professional development funds in order to maintain class sizes. This was the case in Needham’s 2004-2005 budget. Such cuts often go unnoticed in the short term, but over time they begin to undermine the quality of teaching.

FINANCIAL PERFORMANCE

Needham’s School Department FY05 budget constitutes about 46% of the Town’s annual operating budget. Other town departments also provide funding for building maintenance, health benefits, field maintenance, and services that complement and enhance school operations. Additionally, the Town provides a substantial amount of money for school construction and renovation projects. The reality and consistency of this funding has enabled us to build a quality school system, a primary reason people move to Needham.

Needham Public School System’s Budget

The development of the FY05 budget presented a significant challenge. From the outset it was clear that the resources necessary to meet school and town department needs substantially exceeded anticipated revenues. Ultimately, the School Committee agreed to accept a budget increase for FY05 that totaled \$562,365, or a 1.7% increase over FY04. This budget increase is significantly less than the 5% average annual increase the School Department has received in the preceding seven years. Given that the Superintendent’s initial budget requested an additional \$1.58 million (4.6% increase), a variety of expenses totaling \$1.02 million were eliminated to arrive at the final budget. These reductions affect program offerings, faculty professional development, and class sizes. Professional development, for instance, declined by \$63,877 (or 12%) and now constitutes 1.4% (down from 1.6% in FY04) of the total budget (significantly short of the 1.6% recommended in State budget guidelines). With enrollments projected to increase by more than 100 students in FY05, there is also an impact on class sizes throughout the system but most particularly at Needham High School. The resulting total FY05 budget is \$34,623,270. About 90% of this budget is funded by local taxpayers; state funds supply the remainder. Salaries constitute the largest portion of school expenditures (86 %). The cost of providing a quality educational program continues to rise. Although per pupil spending increased from \$6,053 in FY90 to \$8,721 in FY03; when the FY03 amount is adjusted for inflation, we find per pupil spending has actually dropped. An increasingly competitive hiring environment; rising materials costs for textbooks, technology, and supplies; and the need to provide more comprehensive programming for students with disabilities are challenges as we move forward with the same per pupil allocations.

Override Consideration

The School Committee worked closely with the Board of Selectmen and other Town Boards to understand what funds would be available to the schools and whether or not an operational override should be requested. The voters had overwhelmingly approved an operational override of nearly \$2 million for the FY04 budget, and there was great reluctance to request another ballot question for the FY05 budget. The School Committee was also mindful of the successful capital project override in November 2003, which provided over \$51 million in funding to renovate and construct a new Needham High School. Following

several months of meetings, public hearings, and careful examination of the school budget, the School Committee decided not to seek an operational override in FY05. However, the School Committee was insistent that the programs that had been funded and supported as a result of the FY04 override would not be dismantled.

Operating Efficiencies and Alternative Funding Sources

A number of cost-saving initiatives have supplemented the Town and school budgets. For example, Needham's participation in The Education Cooperative (TEC), a longstanding partnership among nearby school districts, allowed the Municipal Building Maintenance Board (MBMB) to save all Town departments \$46,000 in the purchase of oil, natural gas, and custodial supplies. Another economic enhancement arises from our pursuit of outside funding. Since September of 1997, we have attracted a total of \$11,888,203 in grant and foundation funds through the Office of External Funding. Of that amount, \$2,388,469, or 20.1%, has been in the area of competitive grants. This is a remarkable accomplishment since funding agencies tend to look less favorably toward grant applications from communities that are perceived as relatively affluent. Further, the school system itself looks for ways to provide educational services effectively and efficiently. In special education, we have worked to build capacity within the system to educate students with significant handicaps or disabilities. In so doing, we are able to provide high quality programs for students with their peers in their own community. A secondary benefit is a savings in transportation and programming costs. It is estimated that in FY04 a new program at the Broadmeadow School alone realized approximately \$225,000 in savings.

Special Education - Circuit Breaker

In FY04, the Commonwealth changed the way it assists local school districts with costs for students who have extraordinary special education needs. In the past, the state had shared the costs for students who required residential placements on a 50-50 basis. Last year, this program was eliminated and assistance was provided for any student who cost the system more than \$29,320. Thirty-five percent of all dollars beyond that amount were reimbursed by the state in what is known as the "circuit breaker formula." It turns out that the amount of FY04 reimbursement for the district was almost exactly the same using the circuit breaker formula as it would have been if the state had maintained the old 50-50 residential cost-sharing method. However, the State Legislature did increase the FY05 funding for this purpose by a substantial amount. As we go to press, we are still waiting for the Department of Education to tell us exactly what the benefit will be for Needham; however, it is safe to say that there will be an increase in the amount of reimbursement.

Challenges

Funding

As we prepare to develop our FY06 budget, we are cognizant of the difficulty the Town faces each year in maintaining quality services. Funding mechanisms require ever greater reliance on the local property tax to fund essential services. Reductions in state funding, in general, and increasing labor costs and services, in particular, place significant stress on our annual operating budget. In FY04 when state revenues declined significantly, it was necessary for Needham voters to approve an operational override to maintain essential programs and services. We are hopeful that initial indicators at the state level which suggest that the economic downturn has ended, will prove valid, and that more helpful and predictable state aid may be forthcoming in FY06.

Contract Negotiations for Teaching and Non-Instructional Staff

The Needham Education Association represents our teachers, most of our administrators, and our instructional and non-instructional support staff in collective bargaining. This past year, with the leadership and support of the Association, we were able to extend our existing contracts with each of the employee groups for one year. A modest cost-of-living increase was given only to staff who did not receive a step increase. School staff members normally advance on the salary schedule with each year of satisfactory service.

High School Scholarships

Members of the class of 2004 received \$134,450 in scholarships and awards to support their postsecondary plans, thanks to the generosity of community organizations and individuals.

Needham Education Foundation

During 2003-2004, the Needham Education Foundation awarded \$110,501 to support creative and educational opportunities that enrich student learning throughout our schools.

Assistance for School Building Projects

Needham was the recipient of some very good news this summer. The method and timelines by which communities receive reimbursement from the State for school building projects have been substantially improved. Currently, Needham is awaiting payment from the State for over \$30 million in cost and interest reimbursement for the Newman, Broadmeadow, and Eliot construction and renovation projects. We also expect 50% of the cost for construction and interest in the \$51.3 million high school renovation. Under the former State reimbursement system, these funds would have come to the Town in yearly installments over the next 38 years. With the new legislation, it is anticipated that Needham will receive all promised reimbursements from the State within the next four years, thus substantially reducing the Town's debt burden.

Special Education Inclusion - Better Results, Less Cost and Higher Achieving Students

There was a time when special needs students were generally served through "pull-out" programs either within the home school or at a different school all together. We now know from research and experience that special education students learn best in regular classroom settings. As a result, Needham has taken a number of steps to educate special needs students alongside regular education classmates in their neighborhood schools. Over the past four years, Needham's out-of-district placements have declined 43.5%. During the same time, Needham's MCAS scores for special education students have been among the highest. Our success with inclusion has resulted from: restructuring of special education programs and constant monitoring and assessment of practices and results; extensive staff development for classroom teachers and paraprofessionals; development of new K-12 programs that allow special education students to progress through the Needham schools along with their classmates.

User Fees FY05

Preschool

Tuition for regular education students	\$3,000.00
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Kindergarten After School Enrichment (KASE)

Daily fee rate	\$ 16.50
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High School Athletics

Participation fee per sport	\$ 24.00
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Transportation

Annual fee Grades 7-12, and Grades K-6 less than 1.5 miles	\$ 313.00
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EDUCATIONAL PLANNING

Planning for the future is a hallmark of a good school system. Continuous improvement based on the collection and analysis of relevant data, coupled with a focus on research-based practices, is the hallmark of good planning. The Needham Schools uses those practices in setting priorities, analyzing results, and allocating human, financial, and capital resources.

Systemwide Goals

The district continues to focus its energy and resources in the pursuit of two key goals. Significant progress has been made this year on both goals, and new objectives have been set to guide our work in the coming year.

Goal #1 - To construct and implement an approach to curriculum, instruction, and assessment practices that ensures that all students meet clearly defined high standards.

Needham has adopted a standards-based approach to teaching that establishes high expectations about what is important for students to know and be able to do. Our staff has spent hours in collegial discussion defining the standards for each subject and grade level. Our teaching and learning have improved as a result

of our insistence on clarity about what is essential for each child to know. These expectations are now clearly defined in a curriculum database

Goal #2 - To establish, implement, and assess community and school practices that respond to the wellness needs of Needham students and staff.

The Needham schools continue to be on the cutting edge with respect to social and emotional teaching and learning. In its third year, our work has three parts: social/emotional learning (SEL) skill development; classroom practices and climate; and school-wide practices, structures, and programs. Children learn social and emotional skills best when there are opportunities to learn, to practice, to apply skills, to see those skills modeled, and to receive coaching. Our elementary teachers are doing just that as they teach specific skills infusing them into the very fabric of classroom life. Eighty-four percent of elementary teachers have now received training in SEL principles, Responsive Classroom, or both. These teachers are using proven methods such as Morning Meeting and Second Step to teach skills and create a positive classroom climate where respect, cooperation, and self-management are the norm. More importantly, as teachers and staff have become more experienced and comfortable teaching social/emotional skills, they are finding opportunities for students to practice and reinforce their skills all day long — resolving disagreements on the playground, working together in a mathematics group, or understanding conflicts in literature.

At the Middle School, by connecting social/emotional learning to Students Take Action Day, Pollard teachers are creating real service learning opportunities. Students are learning problem-solving, goal-setting, and interpersonal skills for effective participation in school, as well as in the community and the larger world. Teachers who have participated in summer courses or the service learning curriculum workshops are infusing SEL skills into their lessons, thereby deepening students' understanding of academic material and of themselves. Additionally, some grade level teams are piloting an approach to classroom management called "guided discipline," designed both to shape a well-managed environment for learning and to teach students skills for self-discipline.

At the High School, a Mentor Homeroom team is leading efforts to add advisory activities in order to help homeroom teachers become familiar with every student academically and personally. Research shows that students who feel a sense of belonging and have an advisory relationship with at least one adult in school are more likely to stay connected to school, achieve more, and engage less in risky behavior. Large high schools can far too easily feel intimidating, isolating, or stressful to students — qualities that diminish openness to learning. The effort to increase advisory activities aims at forestalling those negative reactions.

Healthy Safe Environment

School Starting Time

School start times have been adjusted this year in response to research about adolescent sleep patterns. Pollard and Needham High School students now begin school 15 minutes later. A Task Force of school personnel, parents, and students has conducted an extensive analysis of medical and educational literature and concluded that there is a significant qualitative benefit to even minor adjustments in making the school starting time later. The entire School Starting Time report can be found under the Reports section of the system's website. http://district.needham.k12.ma.us/ssc_reports.htm

Crisis Planning

In cooperation with the Local Emergency Planning Committee, the Needham School System has developed and articulated protocols for a general crisis, on-site evacuation, off-site evacuation, and shelter-in-place/lock down. In addition, the schools have been equipped with emergency radios and walkie-talkie systems in the event that phone service is disrupted. Parent phone trees, building-based crisis response teams, and training of staff have also been organized. On several occasions, school personnel have participated in "table top" exercises with representatives from other Town agencies and departments. These exercises simulate real disasters and help us evaluate our procedures, establish better communication mechanisms with other agencies, and develop a better understanding of the roles and protocols that are important to know in a real disaster situation.

Planning in Process

District Website

In an effort to provide more timely and relevant information to all our stakeholders, the Needham Public Schools district website received an overhaul this past summer. The new look is designed to be easier to navigate and to offer quick access to information of interest to parents, staff, students, and the community. Check it out at www.needham.k12.ma.us

Power-School/Data Collection

Tracking student data, monitoring attendance, collecting fees, scheduling classes, recording student grades, and communication about students is vital to a top-notch school system. This past year, the district invested in a new student information system called "Power-School." Conversion to Power-School has required a significant investment of time and resources; however, the payoff is expected to be significant. In the future, Power-School will enable parents to have "real time" access to their children's school records, in addition to having easier communication between home and school.

Community Education

Seeing an opportunity for improved quality and cost effectiveness, we have consolidated a number of independent programs including Kindergarten After School Enrichment (KASE), adult education, summer school, after school enrichment, tutoring, SAT preparation, and driver's education, to form Needham Community Education. The reorganized structure will improve the quality, accessibility, and breadth of programs along with a better link to in-school learning. Armed with data, models from other communities, and the help of a Harvard University School of Business Volunteer Consulting Team, the new Community Education office officially opened July 1. The first NCE initiative, a pilot Summer Explorations Program, offered high quality one-week enrichment options to over 175 elementary and middle school students, and classes in computer programming, SAT preparation, and driver's education to over 100 high school students.

Challenges

Increasing Enrollment

While the opening of the new and larger Broadmeadow and Eliot Elementary Schools has helped to relieve the pressure of increasing enrollments at the elementary schools, the number of entering kindergartners has steadily increased over time. This fall, four of our elementary schools (Broadmeadow, Hillside, Mitchell, and Newman) had one more kindergarten class than anticipated. When the current kindergartners and first and second graders reach Pollard, they will number over 1200 students in a school that is already overcrowded with the current 1050 students. A study by DiNisco Design Partnership set the capacity of the Pollard School building at 780. Ten modular classrooms were added last year to help address the overcrowding; however, the building still lacks sufficient offices, auditorium seating, teacher workspaces, and parking; while the hallways, cafeteria, and gymnasium spaces are very overcrowded. Two years ago, a Middle School Task Force recommended a second middle school, and a site feasibility study determined that the High Rock school site could accommodate a 600-student middle school. This is one option that will need to be considered as we develop a solution to the overcrowding at the Middle School. A related factor is that recently enacted changes in the state's School Building Assistance program will enable the Town to consider taking on another major school construction project much sooner than had been anticipated. It is apparent, certainly, that space issues will continue to be a challenge for our schools.

High School Renovation

Needham's high school renovation/ construction project represents the largest capital expenditure in Town history and will require extensive oversight and planning during the next four years. Although a preliminary estimate of the project cost was \$51.3 million, the project ultimately may cost more. A better understanding of the cost will be known when the construction bids are opened this fall. Students will remain in the existing building for two years while the new wing is built. They will then move into the classroom portion of the new wing while the rest of the building is finished. Since the phases will be timed so as to be completed during the summer, no class locations should change mid-year. The estimated date for full occupation is September of 2008. Although the most obstructive activities are scheduled, whenever

possible, during the summers; the project will require the patience and cooperation of everyone as staff, students, parents and neighbors are inconvenienced with construction nuisances.

EQA

In September and October of 2003, the Office of Educational Quality and Accountability (EQA) examined the Needham School System. EQA is a division of the State government whose purpose it is to review and evaluate the effectiveness and efficiency of public school districts in promoting student achievement in the Commonwealth of Massachusetts. The five-member panel from EQA reviewed documents, examined data, interviewed school committee and staff, and conducted a three-day site visit to the system. The EQA report found Needham to be a "Very high performing school district." EQA examined 89 different standards in five areas: Assessment and Evaluation; Curriculum and Instruction; Student Academic and Support Services; Leadership and Governance; Business and Finance. The examiners rated the District as "Excellent" on 32 of the categories and "Satisfactory" on 57. In no area was the District rated "Poor" or "Unsatisfactory." The EQA office has examined 34 school districts, and Needham is the only district to receive ratings in the top two categories for all five areas. A full copy of the report can be found at <http://www.doe.mass.edu/sda/eqa/default.html>.

Private School Enrollments Declining

The percentage of students attending a private school continues to decline. A higher proportion of students electing public school is contributing to Needham's higher than projected enrollments, which have reopened space and class size concerns.

2000-01	18.5%
2001-02	17.8%
2002-03	17.0%
2003-04	16.6%

Curriculum Data Base

Just five years ago, Needham's curriculum was kept in 3-ring binders with tabs for each subject and grade level. Today it is completely accessible via the web. Teachers, students, and parents all have easy access to learning standards at every grade level and in every subject by course and by unit. Recently we have added a "keyword" function, making it possible to look for particular themes or concepts. For instance, a search for electricity will tell us that the concept is first introduced in third grade science. We can then see how the concept is extended and made more sophisticated all the way up through Advanced Placement Physics in grade 12. The next phase is to develop a section in which teachers may share lesson plans, resources, and assessments. You can check out the curriculum database at cdb.needham.k12.ma.us

Responsive Classroom

As part of our effort to promote social and emotional learning in our schools, many of our elementary teachers have participated in Responsive Classroom (RC) training. Last summer, we were lucky to have a weeklong RC Institute at the Broadmeadow School in which over 55 of our teachers participated. There are a number of elements to RC, including the Morning Meeting daily routine which creates a positive climate and reinforces academic and social skills; a clear and consistent approach to discipline that fosters responsibility and self-control; guided discovery to encourage inquiry and enthusiasm for learning; strategies for classroom organization that promote independence and learning; and family communication that involves parents as true partners. One example of a school practice is students' learning *apology of action* if they hurt someone. The practice calls upon students to do more than say "I'm sorry." Instead they are asked to think about how to make things right again — by helping with a task, by offering friendship, by saying something more meaningful.

STAKEHOLDER SATISFACTION

An essential element in determining the success of a school system is the satisfaction of its stakeholders - students, parents, alumni, staff, and community. Each year we gather feedback from our various constituents through surveys, focus groups, open forums, public hearings, and through other indicators such as override or Town Meeting votes.

Community Support

In 2003, on two occasions, the citizens of Needham voted to support its schools with override votes. First, in April, 59% of the voters supported an operational override of almost \$2 million for the schools. Then again in November, a capital override vote passed by a margin of 65- 35% and provided over \$51 million to renovate and enlarge Needham High School. These votes are a strong indication that the community values and supports its schools.

Survey Feedback

The Needham Public Schools conducted a second systemwide survey of its parent community in the fall of 2003. The first survey was administered in 2001; the 2003 version was very similar so that we might identify trends over time. It is our intention to re-administer the survey every other year in order to help us understand what is important to parents as well as how they rate various aspects of our schools.

Academic Subjects

Generally parents are very satisfied with all academic areas. The average satisfaction rate for all subjects is 85.8%. Results are slightly better than in 2001; the satisfaction rate has improved for each subject area except mathematics, which remains exactly the same. Three disciplines — mathematics, foreign language, and technology — rate below system average, the same three areas that fell below the system average in 2001. It is interesting to compare these parent perceptions with the results from the alumni survey for the Class of 2002. Our graduates rate all major subjects in the “Exceptionally” to “Very Strong” range. Art, music, and physical education fall in the “Strong” range; and foreign language is considered “Weak.”

Service Areas

Parents also provided us with feedback about the various services offered by our schools. These services are currently highly rated by parents, although the averages are slightly lower than those for academics. All service areas except for building maintenance have improved over the time since the 2001 survey.

Factors Affecting Education

Almost 95% of our parents are satisfied with the academic standards set by the schools for their children and about 9 in 10 indicate that they are pleased with the curriculum. Class sizes received the lowest approval ratings relative to other areas of the survey; however, it should be pointed out that the middle school satisfaction level for class size improved to 77% after at only 29% in 2001. Since the last survey, modular classrooms have been added to Pollard Middle School; and the additional space has made it possible to increase the number of teachers and lower class sizes. Parent satisfaction levels with the recognition given to students for their academic accomplishments, and the amount of homework their children have to do, remain very similar to that of the last survey. The survey quizzes parents who are dissatisfied with the amount of homework given to see if they think that their children have too much or too little homework. Of this group, about 60% think that there is too much, and 40% that there is too little.

Communication

Ratings concerning communication have improved more than any other area of the survey. The Middle School had significant approval increases in four of the seven questions relating to communication, while the High School has improved in three of seven areas. The elementary level, which already had at least 90% approval for all questions in communications except one, shows significant improvement in that category (Involvement in Decision Making).

Safety

In general, parents believe that the schools provide an atmosphere in which there is a sense of order, safety, and fairness. They are very pleased with the high behavioral standards set for their children, as indicated by a 93.8% approval rating. There is also a decline in the percentage of parents telling us that there are places in our schools where their children feel unsafe. While this percentage may be small (8.3%) and declining (from 10.9% in 2001), it is still a concern when the parents of one in twelve students feel their child may be unsafe in school.

Resources

Parental satisfaction with the resources made available to their schools has improved somewhat since 2001; however, there is still greater dissatisfaction with this area than with any other. Only about three in five parents believe that the schools are adequately funded, and that percentage varies greatly between levels: 71.1% of elementary parents report being satisfied; however, this number drops to only 52.8% at the Middle School and 43.6% at the High School. In general, elementary school parents are more satisfied with resources than are secondary school parents. The most significant discrepancies between levels are seen in questions about the adequacy of space. Even though this survey was administered before the opening of the new Eliot School, over 81% of elementary parents report satisfaction with the educational space provided for their children. This number declines to 43.7% at Pollard and 36.5% at the High School.

Challenges

Resources

When finances are tight, school budgets tend to place a priority on classroom teachers and the core educational program. Unfortunately, this means that other very important needs such as facilities, supplies, and maintenance go unfunded. It is a challenge for the schools and the Town to find ways of providing the necessary space, maintenance, and supplies to support a quality academic program.

Program Evaluation

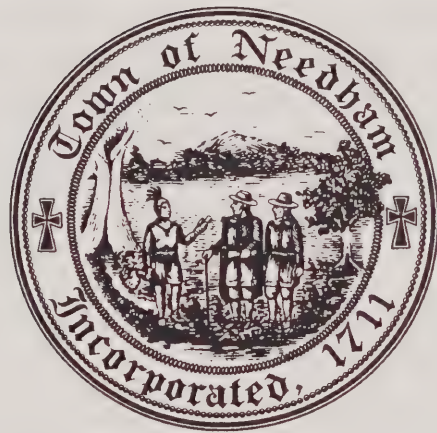
Following the 2001 survey, focus groups and follow-up evaluations were conducted in an attempt to understand the reasons why parents had greater dissatisfaction with certain subject areas (mathematics, foreign language, and technology) than for the others. Using the information that was gleaned, we have instituted a number of changes in our schools. A new elementary mathematics curriculum has been implemented, and the Middle School has added an eighth grade Interactive Mathematics Program (IMP) as well as a full year of algebra for all eighth grade students not enrolled in IMP. In Foreign Language, we have instituted a new administrative structure, and two new department leaders have placed a priority on supporting new teachers and on implementing a standards-based approach to language instruction. In technology, we have worked to ensure greater consistency in the teaching of the technology curriculum and to more clearly identify for students the technology skills they are learning. In addition, we now have at least a part-time instructional technology specialist at each school, which was not the case in 2001. It is important that we evaluate these innovations to ensure that they are really improvements and not merely changes. We look forward to reporting on these areas in future Performance Reports.

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SPECIAL TOWN MEETING

WARRANT



TOWN OF NEEDHAM

WEDNESDAY, NOVEMBER 12, 2003

7:30 P. M.

NEWMAN ELEMENTARY SCHOOL

CENTRAL AVENUE

NEEDHAM

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Newman Elementary School:

WEDNESDAY, THE TWELFTH OF NOVEMBER, 2003

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE UNITS A AND B

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Union, Units A and B, and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article 1 Explanation: The Town and the Police Union have reached agreement on a collective bargaining agreement for fiscal year 2004 and 2005. If the Agreement is funded by Town Meeting, base wages will increase by 1% for fiscal year 2004 and 2.5% for fiscal year 2005. A summary of all provisions contained in the agreement will be distributed to Town Meeting Members at or before the Special Town Meeting.

ARTICLE 2: FUND COLLECTIVE BARGAINING AGREEMENT - POLICE SUPERIOR OFFICERS

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Association, and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 2 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

ARTICLE 3: FUND COLLECTIVE BARGAINING AGREEMENT - FIRE UNITS A, B, AND C

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, Units A, B and C, and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 3 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – DPW/NAGE

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the NAGE/DPW Union, and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 4 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT - ITWA

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers Association and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 5 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT - AFSCME, COUNCIL 93, LOCAL 335 (CUSTODIANS AND MAINTENANCE WORKERS)

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and AFSCME, Council 93, Local 335 (MBMB), and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 6 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

ARTICLE 7: APPROPRIATE FOR VEHICLES AND EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$258,000 for vehicle and equipment replacement, to be spent under the direction of the Board of Selectmen, and to meet this appropriation, that \$25,477 appropriated under Article 49 of the 2000 Annual Town Meeting and \$45,000 in water retained earnings be transferred, and \$187,523 be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 7 Explanation: This article would fund the replacement of four DPW pick-up trucks that will be downsized from heavy trucks (F-150, F-250 and F-350) to compact pick-ups (Ford Ranger). The appropriation would also fund the replacement of five municipal sedans used by the Building, Assessors and Health Departments. These vehicles are typically on their second or third use, are more than 12 years old, and in poor to fair condition. Finally, the appropriation would fund the replacement of a standard dump truck with a special hook lift truck with multiple bodies. This versatile vehicle will serve many uses at the Department of Public Works.

ARTICLE 8: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham listed below:

Department	Vendor	Description	FY	Amount
Board of Health	Deaconess-Glover	Traveling Meals Program	2003	\$ 4,208.00
DPW	Commonwealth of Mass.	State Detail	2002	\$ 4,535.03
Municipal Bldg. Maint.	Belmont/Crystal Springs	Needham Public Schools	2003	\$ 134.48
Personnel	Lexis Nexis	Mass Labor & Employment	2003	\$ 81.69
Personnel	Jon-Jay Associates Inc.	Professional Services	2003	\$ 1,010.00
Planning Board	Eagle Graphic Invoice	Printing	2003	\$ 873.00
		TOTAL--->		\$10,842.20

and further to meet the appropriation that \$6,307.17 be raised from the tax levy and \$4,535.03 be raised from wastewater receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 8 Explanation: State law requires Town Meeting action in order for the Town to make payment for bills received after the close of the fiscal year.

ARTICLE 9: AMEND FY2004 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line			
<u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
101	Selectmen, Salaries	\$384,492	To be determined
103	Selectmen, Purchase of Service	\$138,863	To be determined
106	Town Clerk, Salaries	\$181,022	To be determined
107	Town Clerk, Purchase of Service	\$18,199	To be determined
108	Town Clerk, Expenses	\$3,870	To be determined
201	Assessors, Salaries	\$236,716	To be determined
205	Finance, Salaries	\$842,059	To be determined
206	Finance, Purchase of Service	\$398,244	To be determined
212	Finance Committee Reserve Fund	\$1,338,745	To be determined
301	Education, Salaries	\$29,126,240	To be determined
401	Police, Salaries	\$3,800,178	To be determined
405	Fire, Salaries	\$4,912,560	To be determined
409	Building, Salaries	\$275,438	To be determined
501	Public Works, Salaries	\$2,432,230	To be determined
506	Building Maintenance, Salaries	\$2,117,445	To be determined
508	Building Maintenance, Expenses	\$309,062	To be determined
601	Board of Health, Salaries	\$275,355	To be determined

605	Veterans, Salaries	\$52,037	To be determined
609	Youth Commission, Salaries	\$172,308	To be determined
613	Council on Aging, Salaries	\$210,137	To be determined
801	Library, Salaries	\$773,707	To be determined
806	Park and Recreation, Salaries	\$376,946	To be determined

or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 9 Explanation: The Finance Committee is continuing to deliberate on the requests and is awaiting further information with respect to pending collective bargaining agreements.

ARTICLE 10: AMEND FY2004 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Water Enterprise Fund Budget adopted under Article 22 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

<u>Line</u>			
<u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
901	Salaries	\$780,664	To be determined
905	MWRA Assessment	\$1,065,819	\$1,066,066

and further that the items be funded by a transfer from Water Enterprise Fund retained earnings in the amount of \$283,247; or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 10 Explanation: The Town received its final MWRA assessment after the Annual Town Meeting in May 2003. The final assessment is slightly higher than the original estimate, by \$247. During the rate setting process, the Board of Selectmen approved the use of \$283,000 in retained earnings to stabilize water rates for fiscal year 2004. The June 30, 2002 retained earnings for the water enterprise fund was certified at \$606,176. The June 30, 2003 retained earnings will be available after certification by the Department of Revenue. In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted.

ARTICLE 11: AMEND FY2004 WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting by deleting the

amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2;

<u>Line</u> <u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
908	Salaries	\$485,880	To be determined
912	MWRA Assessment	\$4,693,448	\$4,695,589

and further that the items be funded by a transfer from Wastewater Enterprise Fund retained earnings in the amount of \$282,101; or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 11 Explanation: The Town received its final MWRA assessment after the Annual Town Meeting in May 2003. The final assessment is slightly higher than the original estimate, by \$2,101. During the rate setting process, the Board of Selectmen approved the use of \$280,000 in retained earnings to stabilize sewer rates for fiscal year 2004. The June 30, 2002 retained earnings for the water enterprise fund was certified at \$1,285,915. The June 30, 2003 retained earnings will be available after certification by the Department of Revenue. In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted.

ARTICLE 12: AMEND FY2004 SOLID WASTE/RECYCLING ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Solid Waste/Recycling Enterprise Fund Budget adopted under Article 24 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2;

<u>Line</u> <u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
915	Salaries	\$455,539	To be determined

and further that the items be funded by a transfer from the Solid Waste Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 12 Explanation: In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted.

ARTICLE 13:**APPROPRIATE TO STABILIZATION FUND**

To see if the Town will vote to raise, appropriate, and/or transfer the sum of \$330,000 to the Stabilization Fund, as provided under M.G.L., Chapter 40, Section 5B, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 13 Explanation: The purpose of this article is to transfer funds into the Stabilization Fund. At the May 2003 Special Town Meeting, \$480,000 was transferred from the fund to pay for the Hillside Elementary School roof repairs that had to be done promptly after school ended. Based on anticipated actions with the FY 2004 operating budget, \$330,000 would be available to partially restore funds to the Stabilization Fund.

ARTICLE 14**RESCIND BOND AUTHORIZATION**

To see if the Town will vote to rescind a portion of certain authorizations to borrow, approved at prior town meetings, where the purpose of the borrowing has been completed, and/or it was unnecessary to borrow the full authorization:

Description	TM	Article	Balance
Sewer Systems I/I (MWRA)	20-May-96	48	\$ 138,325
Sewer System Rehab - Webster St. (MWPAT)	5-May-97	42	\$ 1,989
Sewer System Rehab Design - Brookline	14-May-97	47	\$ 6,500
Sewer - Pump Station - West St. (MWPAT)	18-May-98	58	\$ 2,000
Sewer Rehab Designs - Carol/Frank/Newman	19-May-99	59	\$ 100,941
Road Improvements - Henderson Street	19-May-99	53	\$ 20,023
Water Main Design - Broadmeadow	15-May-00	58	\$ 23,000
Emergency Generator	13-Nov-00	10	\$ 75,500

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 14 Explanation: When a project is financed by borrowing, the project has been completed, and all the bills have been paid, the balance of the authorization that was not borrowed should be rescinded. A Town Meeting vote to rescind the balance of a borrowing prevents any further borrowing for the project, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 15: ESTABLISH A CAPITAL IMPROVEMENT FUND (SECTION 14 OF CHAPTER 46 OF THE ACTS OF 2003)

To see if the Town will vote to accept the provisions of Section 14 of Chapter 46 of the Acts of 2003 to establish a Capital Improvement Stabilization Fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 15 Explanation: Chapter 46 of the Acts of 2003, the so-called "Municipal Relief" Act, allows municipalities to create one or more stabilization funds for specific purposes. Adoption of this article will establish a capital improvement fund dedicated to the funding of general fund cash capital items.

ARTICLE 16: ESTABLISH A PROPERTY TAX RELIEF FUND (SECTION 3D OF CHAPTER 60 OF THE MASSACHUSETTS GENERAL LAWS)

To see if the Town will vote to accept the provisions of Section 3D of Chapter 60 of the Massachusetts General Laws to establish an Elderly and Disabled Taxation Fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 16 Explanation: This statute authorizes cities and towns to establish a fund for the purpose of accepting donations for property tax relief for certain senior citizens and disabled taxpayers. Acceptance of this statute would allow the Tax Collector to include with the tax bill an enclosure explaining the mechanism for making donations to the fund. The Act requires the creation of a five (5)-person board, consisting of the chair of the Board of Assessors or designee, the Town Treasurer or designee, and three citizens appointed by the Board of Selectmen, to determine eligibility for participation and distribution of aid. Any financial assistance that is provided would be in addition to any other programs or exemptions provided by law. Acceptance of this statute provides a legal mechanism to allow citizens and businesses to assist low-income elderly and disabled taxpayers in a convenient manner.

ARTICLE 17: AMEND SCHEDULE OF MUNICIPAL LIEN CERTIFICATES (M.G.L. CHAPTER 60, SECTION 23B)

To see if the Town will vote to accept the provisions of M.G.L. Chapter 60, Section 23B; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 17 Explanation: Acceptance of this statute will authorize the Town Treasurer/Collector to amend the schedule of municipal lien certificates. A municipal lien certificate is a legal document that can be requested of the tax collector who must disclose all amounts known to him/her that are due the town and if which left unpaid may result in a lien on the property. The alternative fee schedule was provided to communities in

recognition that on average more research and staff time is involved with commercial-like property. The new fee schedule will be as follows:

<u>Description</u>	<u>Current</u>	<u>New</u>
Vacant Land Less Than One Acre	\$25	\$25
Single Family Residence	\$25	\$25
Two-family Residence	\$25	\$25
Three-family Residence	\$25	\$25
Four or More Family Residence	\$25	\$100
Commercial, Industrial, or Public Utility Structure	\$25	\$150
Farms, Forestland and all Other Real Property	\$25	\$50

ARTICLE 18: AUTHORIZE THE TOWN TO ACQUIRE AN EASEMENT FOR THE RENOVATION/RECONSTRUCTION OF THE PUBLIC LIBRARY

To see if the Town will vote to authorize the Board of Selectmen to acquire an easement over land adjacent to the Needham Public Library for the purposes of providing access and parking for library use; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 18 Explanation: This article would provide the Permanent Public Building Committee, the Board of Library Trustees and Board of Selectmen with the authority to explore the acquisition of an easement from abutters that may be required for additional parking and access based upon the preliminary design of the Library renovation.

ARTICLE 19: AMEND GENERAL BY-LAWS, CONTRACT PROCEDURES

To see if the Town will vote to amend Section 2, Sub-section 2.1.3 of the Town's General By-laws by adding a new category at the end of the second paragraph, as follows:

	<u>YEARS</u>
"Lease of Public Lands for historical and educational purposes to a non-profit or charitable organization or take any other action relative thereto.	50;"

INSERTED BY: Newman Historical Complex Committee/Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 19 Explanation: The proposed revision to the By-law would allow the Town to authorize the lease of public land for historical and educational purposes to a non-profit or charitable organization for up to 50 years, inclusive of lease renewals. The current By-law caps the lease of public land at ten years, inclusive of all renewals.

ARTICLE 20: AUTHORIZE THE LEASE OF SCHOOL LAND

To see if the Town will vote to authorize the lease of a certain parcel of land shown and described as "Lease Area" on a plan of land dated October 25, 2003, prepared by the Kelly Engineering Group, Braintree, Massachusetts, said parcel containing approximately 25,000 square feet, more or less, said parcel being a portion of the Newman Elementary School, by the School Committee, in consultation with the Board of Selectmen, to the Needham Historical Society, Inc. or other, similar charitable, historical, and educational organization, for the purposes of educating Needham students, citizens of the Town, and the general public about the civic and cultural history of the Town; for the preservation and promotion of the Town's history and civic affairs; and for use as the principal offices of the Society or other similar organization in connection with the relocation, renovation, expansion and enlargement of certain historic structures, and on such terms and for such periods as they shall determine and for the uses described and to authorize the School Committee to grant the lessee the use of school land adjoining the aforesaid parcel as the School Committee may deem appropriate for the purposes of access to and parking for said structures; or take any other action relative thereto.

INSERTED BY: Newman Historical Complex Committee/Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 20 Explanation: This article would authorize the School Committee, in consultation with the Board of Selectmen, to lease a portion of the Newman Elementary School property to a non-profit or charitable organization for historical and educational purposes.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 14th day of October 2003.

Daniel P. Matthews
James G. Healy
John A. Bulian
John H. Cogswell
Gerald A. Wasserman

Selectmen of Needham

A TRUE COPY

Attest:

Constable:

**Town Clerk's Office
Needham, MA 02492**

**First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224**

ATTN: SPECIAL TOWN MEETING WARRANT

TOWN OF NEEDHAM

MASSACHUSETTS

2004 Annual Town Meeting Warrant



ELECTION: Tuesday, April 13, 2004

Business Meeting at 7:30 P.M. on Monday, May 3, 2004

at the Newman School

2004 ANNUAL TOWN MEETING WARRANT

93rd ANNUAL REPORT OF THE FINANCE COMMITTEE (MARCH 2004)

The Finance Committee is pleased to provide this Annual Report on the Town of Needham's fiscal status. The Finance Committee is required by law to prepare and present a budget that balances expenditures with projected revenues. In achieving this goal, the Finance Committee is mandated to "consider any and all municipal questions for the purpose of making requests or recommendations to the town". (See Massachusetts General Laws Chapter 39, section 16.) The Finance Committee strives to preserve and enhance Needham's fiscal health so that the Town may thrive in the future.

Constrained by the principal that projected expenditures must balance projected revenues, the Finance Committee issued guidelines to all departments in September, 2003 for the preparation of FY 2005 budgets. These guidelines required all departments to level fund all items consistent with their FY 2004 appropriations with the exception that budgets could include mandatory step and longevity increases as well as the projected additional costs of statutorily mandated programs and contractual obligations. A comparison of the level funded budget requests, and the schools' level service request, with initial, projected revenues yielded a starting deficit of \$1,884,606.

Budget Deliberations

In order to define the nature of the deficit faced by the Town, the Finance Committee examined whether any of the projected revenues were non-recurring in nature. That is, revenues that would not be available in future years. This examination was undertaken as it is not fiscally prudent to devote non-recurring revenues to fund operating budgets, especially salary costs which recur each fiscal year. In the absence of adherence to this policy the Town could become dependent on non-recurring revenues to balance its budget with potentially troublesome fiscal effects in a future fiscal year. This examination required the Committee to conduct exhaustive reviews of how "free cash", i.e., actual revenues in excess of estimates from prior fiscal years and non-expended appropriations from those same years were generated, and how free cash has fluctuated widely in the past. Based on information available to the Finance Committee as provided by the Finance Department, Board of Selectmen and Board of Assessors, the Finance Committee has concluded that \$1,270,000 of "free cash" should be considered non-recurring and, thus, should not be devoted to operating costs. During the deliberations it was recognized that the Town was becoming too dependent on the free cash account to fund the operating budget in recent years.

The Finance Committee sought to make recommendations which would maintain the Town's coveted AAA bond rating while maintaining a level of services to which citizens have become accustomed. This served as the foundation for the Committee's deliberations in discussing all recommendations, the level of reserves, the use of reserves, improving infrastructure, and funding options utilizing cash or debt. The Town derives a long lasting benefit from maintaining this AAA rating in the form of reduced interest costs versus those of a lower rated community. This provides a continuing benefit to the operating budget and citizens of the town for several years into the future.

These considerations lead the Committee to conclude that, unfortunately, reductions to the proposed level funded budgets would be required in order to formulate a balanced budget. Insight was sought from department managers and townspeople alike to discern the least intrusive reductions possible. Consideration was given to departments that had already reduced personnel in FY 2004 in the face of increasing demands for their services. As of this writing, some additional funds may become available to help mitigate reductions as each of the cash capital items is reviewed prior to the Annual Town Meeting.

Finally, the Finance Committee devoted substantial attention to the funding of capital projects and the current level of debt service. In order to preserve the Town's AAA bond rating, it was determined that many of the Town's capital needs should be funded with cash. The Town strives to limit total debt service to 10.0% of total revenues. Given that the Town is expected to approach this level in FY 2005 and slightly exceed it in FY 2006, the Finance Committee expects to recommend that many capital items be funded with cash. Further, it was determined that delaying infrastructure improvements to a future time would be

2004 ANNUAL TOWN MEETING WARRANT

too costly a prospect for the Town. Where possible, the Finance Committee sought to lessen the impact of reduced revenue for operating budgets via the funding of capital projects and purchases. This effort can be observed, in particular, with regard to the recommendation for reducing the Department of Public Works' operating budget while expecting to recommend capital projects for the repair and construction of roads and sidewalks.

The Finance Committee proposes that no funds be withdrawn from the Town's savings account, i.e., the Stabilization Fund, to fund the FY 2005 budget. The Stabilization Fund's purpose is to fund items of an unexpected nature. In past years, circumstances have dictated that funds be withdrawn from this account to fund certain expenses. For example, no one could have forecast the need to fund the demolition of the Needham Cinema for \$369,929 (11/02) or the replacement of the Hillside roof for \$480,000 (5/03). These appropriations from the Stabilization Fund totaled \$849,929, nearly the same as Town Meeting's \$900,000 appropriation to the Stabilization Fund prior to these events in March 2002. Currently, the Stabilization Fund has a balance of \$2,515,179. After deliberation, it is the conclusion of the Finance Committee that these reserves must be maintained at their current level.

Revenue

As of the writing of this report, the total projected revenue available for appropriation to fund FY 2005 operating budgets is \$76,540,952. This amount represents a \$2,014,814 (2.7%) increase from FY 2004 revenues available during FY 2004. The primary source of the increase is the property tax levy which is expected to increase \$2,144,237 (3.63%). Other accounts which impact the total increase are local receipts which are expected to rise \$156,000 (2.20%) while state aid (net of school construction reimbursement) and free cash are expected to decline a respective \$144,907 (-8.1%) and \$202,618 (-5.8%).

FY 2005 Operating Budget Overview

The Town's operating budget is divided into two areas, i.e., town wide expenses and departmental budgets.

Town wide expenses include fixed costs such as Health and General Insurance, Contributory and Non-Contributory Retirement and Debt Service. Any increase in town wide expenses above the rate of revenue growth translates into a decrease in funds available to fund department budgets. For FY 2005, these expenses are expected to increase \$1,462,191 or 9.6%, well above the 2.7% rate of revenue growth. By way of comparison, town wide expenses now account for 22.3% of the recommended budget in FY 2005 vs. 18.0% five years ago.

Of particular concern is the rising cost of health care insurance. For FY 2005 health care costs are expected to rise to \$8,725,700, an increase of \$1,180,062, or 15.6%. Health Insurance costs alone represent 11.7% of the recommended budget. It is the fervent hope of the Finance Committee that the proposed regionalized purchasing of health care insurance will assist in arresting this rising cost. Failure to do so guarantees that there will be less revenue available for town services.

For FY 2005, contributory retirement expense rose to \$3,525,000, an increase of \$1,133,000 or 47.0%. This increase is a direct result of statutorily defined funding requirements colliding with the downturn in equity markets observed over the course of the past several years. The Finance Committee believes that the results of an actuarial study currently being undertaken, coupled with steady improvement of the national economy, will result in this dramatic increase being ameliorated in future fiscal years.

Although the Finance Committee believes that town-wide expenses will, in future years, be subject to greater management they will remain substantially resistant to containment. The challenge to be faced by future Finance Committees will be to balance this virtually guaranteed growth against macro-economic cycles of revenue growth and decline.

2004 ANNUAL TOWN MEETING WARRANT

The deficit of \$1,884,606 forced the Finance Committee to consider reductions to all departmental budgets. Where and whenever possible, reductions were made only to expense and purchase of service line items. Only as a last resort did the Finance Committee consider reductions to salary line items. The Committee has recommended not filling some existing vacancies and has proposed capturing the reduction of some starting salaries.

The Finance Committee adjusted downwardly almost one-half of all of the departmental budgets submitted. Reductions ranged from about one percent (1%) to about three percent (3%) of an impacted department's budget. In many cases, these reductions are before the settlement of collective bargaining agreements which will add a certain sum to each budget affected by a settlement. Twelve departments experienced no change in their funding. Both the School Department and the Municipal Building Maintenance Board saw their budgets increased as compared to FY 2004. The School Department's budget was increased by \$387,365 (1.1%) as compared to FY 2004 so that this department could address as effectively as possible increasing student enrollment and service requirements. The Finance Committee has recommended augmenting the Municipal Building Maintenance Board with an additional Heating, Ventilation, and Air Conditioning (HVAC) Technician, at a cost of \$51,000 in order to address the needs of the larger buildings and insure that the systems are maintained in top order.

The Finance Committee appreciates the consequences which the proposed reductions will have on the involved departments. Thus, as noted before, the budget may be adjusted before, during, and, if necessary, until adjournment of Town Meeting. Modest adjustments will be based, however, on the availability of funds and the fiscally sound principles set forth above.

Debt Service

You will find in this Warrant a table describing the Town's current debt service schedule. There are three categories of debt as follows: Levy Supported debt, Fee funded debt (RTS and Water/Sewer Enterprise Funds) and Override debt. Since 1999, the Finance Committee has applied the following guidelines to form its recommendations to Town Meeting. It is believed that the Town should closely adhere to these guidelines.

1. Debt service on levy-funded projects should be kept within a fixed percentage of the tax levy not to exceed three percent (3%);
2. Total debt service should not exceed ten percent (10%) of the total revenue; and
3. When possible, the Town should fund some projects each year with cash, not debt, especially those of a shorter lifespan or involving maintenance and/or repair.

The number of deferred and future capital projects which require debt funding at the present time exceeds \$100,000,000. Although much of this debt funding is override debt, it must be remembered that even a small incremental increase in the general fund debt service results in a loss of revenue available for appropriation to the departmental operating budgets. Given the continuing, and growing need, to maintain our inventory of new buildings, the backlog of road repairs, and other Town infrastructure issues, the Finance Committee has requested all departments to carefully scrutinize each potential capital project. The Finance Committee is expected to recommend approval of \$1,500,000 in debt service capital projects. These projects balance on a knife-edge the need to maintain the Town's infrastructure without jeopardizing the current level of services.

Closing Thoughts

The proposed budget of FY 2005 is a manifestation of the "hard choices" discussed by prior Chairmen. FY 2006 and beyond will present equal if not greater challenges than those observed in connection with the current budget cycle. Among the biggest challenges for the Town will be the containment of fixed costs, the development of a plan which addresses the increased costs of operating and maintaining the Town's

2004 ANNUAL TOWN MEETING WARRANT

buildings and other infrastructure, recognition that state aid may not increase in line with state revenues due to rising Medicaid costs, and the challenge of developing a comprehensive long term financial plan. By carefully crafting a budget which preserves services wherever possible, and utilizes cash and debt to improve infrastructure, the Town is well positioned to address the financial challenges of FY 2006 and beyond.

The Finance Committee thanks the Board of Selectmen, The Town Administrator, the Director of Finance, Director of Personnel, all Department Heads, town officials, employees, and committee liaisons with whom we have worked during the course of the past year. The Chairman also wishes to thank the Finance Committee members, who have volunteered their time and worked so hard to examine budgets and various capital requests. Last, but not least, the Committee would like to acknowledge the invaluable contribution of our Executive Secretary, Susan Herman.

Theodore Weiner, Chairman
Damon J. Borrelli, Vice Chairman
Peter W. Adams, Past Chairman
Laura A. Brooks
Richard S. Creem

Mark P. Fachetti
John W. Filoon, III
Jane A. Howard
Stephen A. Jonas
Susan R. Herman, Executive Secretary

2004 ANNUAL TOWN MEETING WARRANT

WARRANT ARTICLE INDEX

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1	14	Annual Town Election	
2	15	Committee and Officer Reports	Board of Selectmen
3	15	Non-Betterment Street Acceptance – Southwood Lane	Board of Selectmen
4	15	Amend Zoning By-law – Definition of Setback	Planning Board & Board of Selectmen
5	16	Amend Zoning By-law – Building or Use Permit	Planning Board & Board of Selectmen
PERSONNEL RELATED ARTICLES			
6	16	Classification and Compensation Schedule	Personnel Board
7	17	Establish Elected Officials' Salaries	Personnel Board
FINANCE/BUDGET ARTICLES			
8	18	Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen
9	18	Appropriate for Senior Corps Program	Board of Selectmen
10	18	Appropriate for Compensated Absences Fund	Board of Selectmen
11	19	Appropriate for Hazardous Waste Collection	Board of Selectmen
12	19	Appropriate the FY2005 Operating Budget	Finance Committee
13	19	Appropriate the FY2005 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee
14	19	Appropriate the FY2005 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee
15	20	Appropriate the FY2005 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee
16	21	Appropriate for Unpaid Bills of a Prior Year	Board of Selectmen
17	21	Continue Departmental Revolving Funds	Board of Selectmen
18	22	Establish Revolving Fund – Board of Health	Board of Health
19	22	Authorization to Expend State Funds for Public Ways	Board of Selectmen
20	22	Transfer of Budgetary Fund Balance	Finance Committee
21	23	Appropriate for Fire Radio System	Board of Selectmen
22	23	Appropriate for Police Radio System	Board of Selectmen
23	23	Appropriate for Fire Engine Repairs	Board of Selectmen
24	24	Appropriate for Fire Engine	Board of Selectmen
25	24	Appropriate for Fire Brush Truck	Board of Selectmen
26	24	Appropriate for Vehicle and Equipment Replacement	Board of Selectmen

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<u>Article</u>	<u>Page</u>	<u>Description</u>	<u>Inserted By</u>
27	25	Appropriate for Roof Replacement and Repair	Board of Selectmen
28	25	Appropriate for School Flooring Replacement	Board of Selectmen
29	25	Appropriate for Exterior Painting	Board of Selectmen
30	26	Appropriate for Interior Painting	Board of Selectmen
31	26	Appropriate for Parking Lot Evaluation and Design	Board of Selectmen
32	26	Appropriate for Mitchell School Media Center	Board of Selectmen
33	27	Appropriate for School Technology Plan	Board of Selectmen
34	27	Appropriate for School Copier Replacement	Board of Selectmen
35	27	Appropriate for School Furniture and Equipment	Board of Selectmen
36	28	Appropriate for Rosemary Pool Sandblasting	Board of Selectmen
37	28	Appropriate for Parking Collection System	Board of Selectmen
38	28	Appropriate for Permitting Software	Board of Selectmen
39	29	Appropriate for Brook and Culvert Repair	Board of Selectmen
40	29	Appropriate for Road Improvement and Repair	Board of Selectmen
41	29	Appropriate for Sidewalk Re-surfacing and Repair	Board of Selectmen
42	30	Appropriate for Wood Grinder	Board of Selectmen
43	30	Appropriate for Transfer Trailer and Staging Pad	Board of Selectmen
44	30	Appropriate for Sewer System Rehabilitation Design	Board of Selectmen
45	31	Appropriate for Sewer Relocation Design	Board of Selectmen
46	31	Appropriate for Sewer Service Connections	Board of Selectmen
47	32	Appropriate for Treatment Plant Filter Media Replacement	Board of Selectmen
48	32	Appropriate for Treatment Plant Computer System	Board of Selectmen
49	32	Appropriate for Water System Improvements 14-Inch Main Design	Board of Selectmen
50	33	Appropriate for Water Storage Tanks Cleaning and Painting Design	Board of Selectmen
51	33	Appropriate for Water Service Connections	Board of Selectmen
52	33	Appropriate for Water System Rehabilitation Design	Board of Selectmen
53	34	Appropriate for Water System Improvements Feasibility	Board of Selectmen

GENERAL BY-LAW ARTICLES

54	34	Inter-Municipal Agreement – Board of Health	Board of Health
55	35	Amend General By-laws Dog Regulations	Park and Recreation Commission
56	35	Accept the Provisions of Section 40 of Chapter 653 of the Acts of 1989	Board of Assessors

2004 ANNUAL TOWN MEETING WARRANT

<u>Article</u>	<u>Page</u>	<u>Description Title</u>	<u>Inserted By</u>
57	36	Accept Chapter 137 of the Acts of 2003/Military Service	Board of Selectmen
58	36	Establish a Capital Improvement Fund	Board of Selectmen
59	36	Accept Community Preservation Act	Community Preservation Act Committee
60	37	Amend General By-laws/Community Preservation	Community Preservation Act Committee
61	39	Home Rule Petition – Form of Government	Board of Selectmen
62	45	Amend General By-laws, Contract Procedures	Board of Selectmen
63	45	Sale or Lease of Town-Owned Land	Board of Selectmen
64	45	Citizens' Petition	Citizens' Petition
65	46	Citizens' Petition	Citizens' Petition
66	46	Citizens' Petition	Citizens' Petition
67	46	Citizens' Petition	Citizens' Petition
68	47	Continue Community Preservation Act Committee	Community Preservation Act Committee
69	47	Continue Solid Waste Disposal/Recycling Advisory Committee	Solid Waste Committee.
70	47	Omnibus	Board of Selectmen

2004 ANNUAL TOWN MEETING WARRANT

REVENUE SUMMARY FY 2003 – FY 2005

As Approved by the Board of Selectmen

General Fund Only

	Actual Receipts FY 2003	Estimated Receipts FY 2004	Preliminary Receipts FY 2005
RECEIPTS			
Motor Vehicle Excise	\$4,077,781	\$3,672,000	\$3,765,000
Licenses & Permits	\$660,437	\$600,000	\$615,000
Fines & Forfeits	\$182,724	\$175,000	\$179,000
Recreation Department	\$251,748	\$230,000	\$234,000
Special Assessments	\$5,928	\$5,000	
Hotel Tax	\$234,732	\$210,000	\$215,000
Investment Income	\$506,883	\$500,000	\$500,000
Other Department Receipts (MBTA)	\$228,333	\$240,000	\$240,000
Penalties and Interest	\$160,996	\$149,000	\$153,000
Payment in Lieu of Taxes	\$275,324	\$275,000	\$275,000
Charges for Services	\$629,045	\$530,000	\$545,000
Fees	\$238,804	\$187,000	\$192,000
Library Charges	\$60,266	\$54,000	\$55,000
Rentals	\$19,510	\$18,000	\$18,000
Medicaid Reimbursements	\$149,350	\$60,000	\$60,000
Other Receipts	\$769,516	\$175,000	\$190,000
SUBTOTAL	\$8,451,377	\$7,080,000	\$7,236,000
REVENUE			
Real & Personal Property Tax Levy	\$54,336,314	\$59,050,621	\$61,194,858
State Aid	\$8,433,167	\$7,037,500	\$6,338,486
SUBTOTAL	\$62,769,481	\$66,088,121	\$67,533,344
RESERVES & REIMBURSEMENTS			
Budgetary Fund Balance (Free Cash)	\$3,226,740	\$3,473,452	\$3,270,834
Overlay Surplus	\$500,000	\$400,000	\$500,000
Reimbursement Due from Enterprise Funds	\$1,309,058	\$1,462,276	\$1,462,276
Reserved for Appropriation – Parking	\$70,000	\$125,800	\$85,000
Reserved for Appropriation – C & D	\$20,000	\$20,000	\$20,000
Stabilization Fund	\$370,000	\$480,000	
Other Funding Sources	\$137,195		\$25,477
SUBTOTAL	\$5,632,993	\$5,961,528	\$5,363,587
TOTAL REVENUE	\$76,853,851	\$79,129,649	\$80,132,931
LESS REDUCTIONS IN REVENUE			
Cherry Sheet Assessments	\$1,075,994	\$1,008,513	\$1,033,726
Cherry Sheet Offsets	\$676,920	\$626,411	\$579,674
Overlay (reserve for abatements)	\$1,227,280	\$865,098	\$750,000
School Building Assistance Reimbursements	\$1,022,769	\$1,012,539	\$508,579
Transfer to Solid Waste Enterprise Fund	\$865,000	\$745,950	\$670,000
Other	\$12,800	\$15,000	\$50,000
SUBTOTAL	\$4,880,763	\$4,273,511	\$3,591,979
AVAILABLE FOR APPROPRIATION	\$71,973,088	\$74,856,138	\$76,540,952

Account Balances

Free Cash	Certified Effective July 1, 2003	\$3,270,834
RTS Retained Earnings	Certified Effective July 1, 2003	\$267,590
Sewer Retained Earnings	Certified Effective July 1, 2003	\$1,519,656
Water Retained Earnings	Certified Effective July 1, 2003	\$704,408
Overlay Surplus	Balance as of March 1, 2004	\$500,000
Parking Meter Fund	Balance as of March 1, 2004	\$90,168
C & D Fund	Balance as of March 1, 2004	\$81,895
Stabilization Fund	Balance as of March 1, 2004	\$2,515,179

2004 ANNUAL TOWN MEETING WARRANT

SUMMARY OPERATING BUDGET

FY 2003 – FY 2005

General Fund Only

	Expended FY 2003	Appropriated FY 2004	Recommended FY 2005
TOWN WIDE EXPENSES	\$12,253,408	\$15,198,578	\$16,660,769
DEPARTMENT BUDGETS			
Board of Selectmen/Town Administration	\$505,495	\$558,997	\$542,943
Town Clerk	\$235,206	\$242,584	\$243,359
Legal	\$251,421	\$213,250	\$212,250
Personnel Board	\$10,450	\$15,523	\$15,523
Assessors	\$282,273	\$300,616	\$297,080
Finance Department	\$1,306,727	\$1,345,971	\$1,364,202
Finance Committee	\$27,738	\$25,750	\$25,635
Needham Public Schools	\$32,022,474	\$34,060,905	\$34,448,270
Minuteman Regional High School	\$434,994	\$516,335	\$500,000
Police Department	\$4,158,674	\$4,189,741	\$4,229,526
Fire Department	\$5,018,285	\$5,113,263	\$4,893,032
Building Inspection & Weights & Measures	\$271,883	\$286,090	\$285,363
Department of Public Works	\$3,872,769	\$3,712,355	\$3,594,567
MBTA Commuter Parking Program	\$147,272	\$187,500	\$190,275
Municipal Building Maintenance Board	\$4,109,528	\$4,209,502	\$4,363,438
Street Light Program	\$357,090	\$313,000	\$265,000
Permanent Public Building Committee	\$105,612	\$86,233	\$86,233
Board of Health	\$349,712	\$364,458	\$371,716
Veterans Services	\$59,313	\$85,871	\$86,473
Youth Commission	\$171,233	\$179,939	\$184,541
Council on Aging	\$198,557	\$219,496	\$220,105
Commission on Disabilities	\$58	\$513	\$513
Planning Board	\$127,426	\$133,051	\$129,698
Conservation Commission	\$29,069	\$31,775	\$32,599
Board of Appeals	\$16,611	\$18,173	\$18,173
Historical Commission	\$270	\$513	\$513
Needham Public Free Library	\$972,183	\$981,387	\$982,887
Park & Recreation	\$453,233	\$456,167	\$458,816
Memorial Park	\$500	\$500	\$500
SUBTOTAL	\$55,496,056	\$57,849,458	\$58,043,230
TOWN WIDE & DEPARTMENT TOTAL	\$67,749,464	\$73,048,036	\$74,703,999
Other Financial Warrant Articles	\$228,695	\$953,102	\$557,721
General Fund Capital	\$750,000	\$855,000	\$1,279,232
TOTAL OPERATING BUDGET	\$68,728,159	\$74,856,138	\$76,540,952

2004 ANNUAL TOWN MEETING WARRANT

OPERATING BUDGET RECOMMENDATIONS

FOR FISCAL YEAR ENDING JUNE 30, 2005

Submitted by the Finance Committee

	FY 03 Expended	FY 04 Appropriated	FY 05 Recommended	FY 05 Amendment
TOWN WIDE EXPENSES				
(22.3% of Budget Total)				
1 Retirement (Chapter 34)	128,450	128,500	134,000	
2 Retirement Contributory System	2,309,469	2,392,000	3,525,000	
3 Glover Hospital Accrued Liability	16,684			
4 Health Insurance	6,265,099	7,545,638	8,725,700	
5 Insurance Liability Fund (Chapter 10 Acts 2002)	380,000	380,000	380,000	
6 Unemployment Compensation	51,622	67,035	70,306	
7 Debt Service	2,436,369	2,672,860	2,211,963	
8 Worker's Compensation	385,000	385,000	385,000	
9 General Insurance	245,476	360,000	378,000	
10 Property Self Insurance (Chapter 40, Section 13)	20,000	20,000	20,000	
11 Performance Pay Pool	15,239	30,800	30,800	
12 Reserve Fund		1,216,745	800,000	
TOTAL TOWN WIDE EXPENSES	12,253,408	15,198,578	16,660,769	
GENERAL GOVERNMENT				
(3.6% of Budget Total)				
BOARD OF SELECTMEN/TOWN ADMINISTRATION:				
101 Salaries	361,243	384,993	391,021	
102 Purchase of Service	125,851	150,863	130,351	
103 Expenses	18,401	23,141	21,571	
TOTAL	505,495	558,997	542,943	
TOWN CLERK - BOARD OF REGISTRARS:				
104 Salaries	177,730	194,361	185,489	
105 Purchase of Service	23,514	23,449	23,470	
106 Expenses	2,881	4,170	4,300	
107 Tellers/Canvassers/Details	31,081	20,604	30,100	
TOTAL	235,206	242,584	243,359	
LEGAL:				
108 Salaries	58,191	59,750	59,750	
109 Purchase of Service	188,516	150,000	150,000	
110 Expenses	4,714	3,500	2,500	
TOTAL	251,421	213,250	212,250	
PERSONNEL BOARD:				
111 Salaries	475	1,523	1,523	
112 Purchase of Service	9,975	10,000	10,000	
113 Expenses				
114 Merit Program		4,000	4,000	
TOTAL	10,450	15,523	15,523	
ASSESSORS:				
115 Salaries	251,751	238,366	236,830	
116 Purchase of Service	22,523	50,500	47,000	
117 Expenses	7,999	11,750	13,250	
TOTAL	282,273	300,616	297,080	

GENERAL GOVERNMENT (Continued)

2004 ANNUAL TOWN MEETING WARRANT

	FY 03 Expended	FY 04 Appropriated	FY 05 Recommended	FY 05 Amendment
FINANCE DEPARTMENT:				
118 Salaries	833,318	846,467	857,133	_____
119 Purchase of Service	384,546	403,244	408,064	_____
120 Expenses	88,863	93,005	93,005	_____
121 Capital Outlay		3,255	6,000	_____
TOTAL	1,306,727	1,345,971	1,364,202	_____
FINANCE COMMITTEE:				
122 Salaries	27,102	25,250	25,000	_____
123 Purchase of Service	156	350	125	_____
124 Expenses	480	150	510	_____
TOTAL	27,738	25,750	25,635	_____
TOTAL GENERAL GOVERNMENT	2,619,310	2,702,691	2,700,992	_____
EDUCATION (46.8% of Budget Total)				
SCHOOL DEPARTMENT:				
201 Salaries	27,387,261	28,796,240	29,835,477	_____
202 Purchase of Service	3,725,220	4,148,096	3,721,515	_____
203 Expenses	703,371	941,027	733,718	_____
204 Capital Outlay	206,622	175,542	157,560	_____
TOTAL	32,022,474	34,060,905	34,448,270	_____
MINUTEMAN REGIONAL HIGH SCHOOL:				
205 Assessment	434,994	516,335	500,000	_____
TOTAL	434,994	516,335	500,000	_____
TOTAL EDUCATION	32,457,468	34,577,240	34,948,270	_____
PUBLIC SAFETY (12.6% of Budget Total)				
POLICE DEPARTMENT:				
Salaries - Regular	3,222,666	3,319,552	3,377,992	_____
Salaries - Overtime	600,562	543,214	526,059	_____
301 Salaries - Total	3,823,228	3,862,766	3,904,051	_____
302 Purchase of Service	58,039	61,300	61,300	_____
303 Expenses	148,858	130,935	129,435	_____
304 Capital Outlay	128,549	134,740	134,740	_____
TOTAL	4,158,674	4,189,741	4,229,526	_____
FIRE DEPARTMENT:				
Salaries - Regular	4,279,129	4,414,723	4,216,742	_____
Salaries - Overtime	548,094	475,178	457,768	_____
305 Total Salaries	4,827,223	4,889,901	4,674,510	_____
306 Purchase of Service	69,276	75,049	69,859	_____
307 Expenses	121,786	148,313	148,663	_____
308 Capital Outlay				_____
TOTAL	5,018,285	5,113,263	4,893,032	_____
BUILDING INSPECTION SERVICES:				
309 Salaries	262,467	276,080	274,053	_____
310 Purchase of Service	3,063	3,474	3,574	_____
311 Expenses	6,353	6,536	7,736	_____
TOTAL	271,883	286,090	285,363	_____
TOTAL PUBLIC SAFETY	9,448,842	9,589,094	9,407,921	_____

2004 ANNUAL TOWN MEETING WARRANT

	FY 03 Expended	FY 04 Appropriated	FY 05 Recommended	FY 05 Amendment
PUBLIC FACILITIES: (11.4% of Budget Total)				
DEPARTMENT OF PUBLIC WORKS:				
401 Salaries	2,384,315	2,433,838	2,466,516	_____
402 Purchase of Service	482,257	799,767	649,301	_____
403 Expenses	295,875	313,750	313,750	_____
404 Capital Outlay				_____
405 Snow & Ice	710,322	165,000	165,000	_____
TOTAL	3,872,769	3,712,355	3,594,567	_____
MBTA COMMUTER PARKING:				
406 MBTA Commuter Parking Program	147,272	187,500	190,275	_____
TOTAL	147,272	187,500	190,275	_____
MUNICIPAL BUILDING MAINTENANCE BOARD:				
407 Salaries	2,131,222	2,117,999	2,170,189	_____
408 Purchase of Service	1,692,453	1,782,441	1,876,937	_____
409 Expenses	285,853	309,062	316,312	_____
410 Capital Outlay				_____
TOTAL	4,109,528	4,209,502	4,363,438	_____
MUNICIPAL STREET LIGHTING:				
411 Street Lighting Program	357,090	313,000	265,000	_____
TOTAL	357,090	313,000	265,000	_____
PERMANENT PUBLIC BUILDING COMMITTEE:				
412 Salaries	66,300	82,433	82,433	_____
413 Purchase of Service	1,139	1,000	1,000	_____
414 Expenses	2,173	2,800	2,800	_____
415 Capital Outlay	36,000			_____
TOTAL	105,612	86,233	86,233	_____
TOTAL PUBLIC FACILITIES	8,592,271	8,508,590	8,499,513	_____
HEALTH AND HUMAN SERVICES (1.2% of Budget Total)				
BOARD OF HEALTH:				
501 Salaries	263,315	281,167	285,800	_____
502 Purchase of Service	77,848	75,741	78,366	_____
503 Expenses	8,549	7,550	7,550	_____
TOTAL	349,712	364,458	371,716	_____
VETERANS SERVICES:				
504 Salaries	50,301	52,221	52,673	_____
505 Purchase of Service	293	150	300	_____
506 Expenses	3,088	3,500	3,500	_____
507 Veterans Benefits	5,631	30,000	30,000	_____
TOTAL	59,313	85,871	86,473	_____
YOUTH COMMISSION:				
508 Salaries	166,551	175,149	179,751	_____
509 Purchase of Service	2,722	2,800	2,800	_____
510 Expenses	1,960	1,990	1,990	_____
TOTAL	171,233	179,939	184,541	_____
COUNCIL ON AGING:				
511 Salaries	190,082	211,016	211,625	_____
512 Purchase of Service	3,302	3,305	3,305	_____
513 Expenses	5,173	5,175	5,175	_____
TOTAL	198,557	219,496	220,105	_____

2004 ANNUAL TOWN MEETING WARRANT

	FY 03 Expended	FY 04 Appropriated	FY 05 Recommended	FY 05 Amendment
COMMISSION ON DISABILITIES:				
514 Expenses	58	513	513	_____
TOTAL	58	513	513	_____
TOTAL HEALTH AND HUMAN SERVICES	778,873	850,277	863,348	_____
DEVELOPMENT (.2% of Budget Total)				
PLANNING BOARD:				
601 Salaries	118,492	121,741	118,888	_____
602 Purchase of Service	5,676	8,000	7,500	_____
603 Expenses	3,258	3,310	3,310	_____
TOTAL	127,426	133,051	129,698	_____
CONSERVATION COMMISSION:				
604 Salaries	25,861	29,317	28,891	_____
605 Purchase of Service	1,592	820	2,070	_____
606 Expenses	1,616	1,638	1,638	_____
TOTAL	29,069	31,775	32,599	_____
BOARD OF APPEALS:				
607 Salaries	14,845	14,963	14,963	_____
608 Purchase of Service	1,546	3,040	3,040	_____
609 Expenses	220	170	170	_____
TOTAL	16,611	18,173	18,173	_____
HISTORICAL COMMISSION:				
610 Expenses	270	513	513	_____
TOTAL	270	513	513	_____
TOTAL DEVELOPMENT	173,376	183,512	180,983	_____
CULTURAL AND LEISURE SERVICES (1.9% of Budget Total)				
LIBRARY:				
701 Salaries	760,151	774,050	772,225	_____
702 Purchase of Service	41,247	43,001	46,326	_____
703 Expenses	12,289	12,431	12,431	_____
704 Books & Periodicals	158,496	151,905	151,905	_____
TOTAL	972,183	981,387	982,887	_____
PARK AND RECREATION COMMISSION:				
705 Salaries	370,742	380,042	382,691	_____
706 Purchase of Service	46,148	40,778	40,778	_____
707 Expenses	24,345	23,347	23,347	_____
708 Capital Outlay	11,998	12,000	12,000	_____
	453,233	456,167	458,816	_____
MEMORIAL PARK:				
709 Expenses	500	500	500	_____
TOTAL	500	500	500	_____
TOTAL CULTURAL AND LEISURE SERVICES	1,425,916	1,438,054	1,442,203	_____
DEPARTMENT BUDGET TOTAL	55,496,056	57,849,458	58,043,230	_____
TOTAL OPERATING BUDGET	67,749,464	73,048,036	74,703,999	_____

WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 13, 2004
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet in their respective voting places in said Town namely:

Precinct A – Hillside School – Gymnasium
Precinct B – Hillside School – Gymnasium
Precinct C – Newman School – Gymnasium
Precinct D – High Rock School – Gymnasium
Precinct E – Pollard Middle School – Room 226
Precinct F – Stephen Palmer Community Room
Precinct G – Broadmeadow School – Performance Center
Precinct H – Broadmeadow School – Performance Center
Precinct I – William Mitchell School – Gymnasium
Precinct J – William Mitchell School – Gymnasium

on TUESDAY, THE THIRTEENTH DAY OF APRIL, 2004

from forty-five minutes after six o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
One Selectman for Three Years;
One Town Clerk for Three Years;
One Assessor for Three Years;
Three Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Member of Needham Housing Authority for One Year;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;
One Member of Park and Recreation Commission for Two Years;
Eight Town Meeting Members from Precinct A for Three Years;
Seven Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
One Town Meeting Member from Precinct C for One Year;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year;
Nine Town Meeting Members from Precinct F for Three Years;

2004 ANNUAL TOWN MEETING WARRANT

Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

Warrant for the Annual Town Meeting

MONDAY, MAY 3, 2004 AT 7:30 P.M. AT NEWMAN SCHOOL

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

INSERTED BY: Board of Selectmen

ZONING/LAND USE ARTICLES

ARTICLE 3: NON-BETTERMENT STREET ACCEPTANCE – SOUTHWOOD LANE

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirement of the Subdivision Control Law and as laid out by the Board of Selectmen according to plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Southwood Lane; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 3 Explanation: Southwood Lane was constructed by the developers in conformance with the Town's design standards. This article, if accepted, will make Southwood Lane a public way.

ARTICLE 4: AMEND ZONING BY-LAW – DEFINITION OF SETBACK

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 1.3 Definitions, by revising the existing definition of the term “setback” so that it shall read as follows (new language underlined):

“Setback – front, side and rear – the minimum horizontal distance from a street line or a lot line, as the case may be, to any part of a building or structure, including overhang but not: (i) uncovered steps, fences or awnings; and (ii) an uncovered landing, above a stair or stairs, not larger than 48 inches by 42 inches, where such landing is required by the State Building Code. Notwithstanding the above, in the Business, Chestnut Street Business, Center Business, Avery Square Business, Neighborhood Business, and Hillside Avenue Business districts, the following exemptions shall apply: (i) eaves, cornices, friezes, and architraves shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one and one-half (1.5) feet, are a minimum of twelve (12) feet above the mean grade level at the façade on which the encroachment occurs, and have a cumulative area of not more than ten (10) percent of the wall area of the façade on which the encroachment occurs; and (ii) pilasters and columns shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one-half (.5) foot, are ornamental and non-structural in nature, and have a cumulative width of not more than five (5) percent of the length of the façade on which the encroachment occurs. In measuring the required setback from any street line, the applicable minimum front setback requirement shall be used.” or take any other action relative thereto.

2004 ANNUAL TOWN MEETING WARRANT

INSERTED BY: Planning Board and Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 4 Explanation: Presently an uncovered landing above a set of stairs is interpreted to be subject to the setback requirements of the Needham Zoning By-Law, irrespective of size or Building Code mandate. This article would revise the existing definition of the term "setback" so as to exempt from the setback requirement an uncovered landing, above a set of stairs, provided such landing was not larger than 48 inches by 42 inches and was required by the State Building Code.

ARTICLE 5: AMEND ZONING BY-LAW – BUILDING OR USE PERMIT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 7 Administration, Subsection 7.2 Building or Use Permit, by inserting a new paragraph 7.2.2 as follows:

"7.2.2 Simultaneous Issuance of a Demolition Permit and Building Permit - The building inspector is authorized to issue at the same time both a permit to demolish a structure and a permit to build a new structure on the same lot of land prior to the demolition of the existing structure. No construction of the new structure shall start, including excavation, until the demolition of the existing structure and proper disposal of the resulting debris has been completed and the building inspector has closed out the demolition permit."

2. By amending Section 7 Administration, Subsection 7.2 Building or Use Permit, by renumbering former paragraphs 7.2.2, 7.2.3, and 7.2.4 as 7.2.3, 7.2.4, and 7.2.5 respectively.

or take any other action relative thereto.

INSERTED BY: Planning Board and Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 5 Explanation: This article would allow the Building Inspector to issue, at the same time, both a permit to demolish a structure and a permit to build a new structure on the same lot of land, prior to the demolition of the existing structure. No construction of the new structure would be authorized until the demolition of the existing structure had been completed. The change is designed to streamline the permitting process by allowing for the simultaneous issuance of both permits rather than the sequential procedure presently practiced. It is estimated that the change would shorten the permitting process by at least 30 calendar days.

PERSONNEL ARTICLES

ARTICLE 6: AMEND CLASSIFICATION AND STANDARD RATES OF COMPENSATION SCHEDULE

To see if the Town will vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefor a new Classification and Standard Rates of Compensation Schedule; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

2004 ANNUAL TOWN MEETING WARRANT

Article 6 Explanation: In accordance with MGL Chapter 41, Section 108A, the Town annually adopts a classification and compensation schedule for General Government employees, other than employees covered by labor contracts. The Personnel Board recommends classification and compensation levels for non-represented employees, as well as classification levels for employees whose titles are contained in a bargaining unit. The rates of pay for the latter are set during the collective bargaining process and are incorporated into the classification and compensation schedule. The Personnel Board voted to recommend that non-represented employees be granted a 2.5% wage increase for fiscal year 2005. All proposed revisions to the Classification and Standard Rates of Compensation Schedule will be provided to Town Meeting Members before May 3, 2004.

ARTICLE 7: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2004, as required by the Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$58,140
Town Clerk with 6 years of service in that position	\$69,418 (1)
Selectmen, Chairman	\$1,800
Selectmen, Others	\$1,500
Assessor, in office as of 1/17/96	\$10
Assessor, elected after 1/17/96	\$0

(1) In addition, such compensation shall also include payment of longevity in the amount of \$3,018; the accumulation of 15 days of non-occupational sick leave per fiscal year; and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed \$25,784. The annual salary of \$69,418 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$6,942. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$9,719; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article 7 Explanation: In accordance with MGL Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation at the time of separation from Town service, is now included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000, such payment to be made at the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977; the stipends for the members of the Board of Assessors were eliminated at the 1996 Annual Town Meeting. Members of the Board of Assessors in office at that time were grandfathered at a \$10 annual rate so that current members could retain their health insurance benefits.

FINANCE/BUDGET ARTICLES

ARTICLE 8: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986 (CONTINUATION OF INCREASE IN PROPERTY TAX EXEMPTION LIMITS)

To see if the Town will vote to accept, for Fiscal Year 2005, the provisions of Section 4 of Chapter 73 of the acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 49% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 8 Explanation: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2004 the cumulative increase above the statutory limit was 42%.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS PROGRAM

To see if the Town will vote to raise and appropriate the sum of \$7,500 for the purpose of conducting the Senior Corps program, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 9 Explanation: In fiscal year 1996, the Town initiated a program (previously called the Property Tax Work-off program) whereby qualified elderly and disabled property owners could work up to 100 hours for the Town. In turn, the individuals are paid approximately \$705 that is applied to their property tax bill. Eligible individuals are entitled to one payment per fiscal year. The funding request is unchanged from the amount approved in FY2004.

ARTICLE 10: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and appropriate the sum of \$100,000 for the purpose of funding compensated absences provided by personnel by-law, personnel policies or collective bargaining agreement, said sum to be spent under the direction of the Town Administrator and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 10 Explanation: The purpose of this Article is to fund the Town's employee sick leave and, in some cases, vacation liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service.

2004 ANNUAL TOWN MEETING WARRANT

ARTICLE 11: APPROPRIATE FOR HAZARDOUS WASTE COLLECTION

To see if the Town will vote to raise and appropriate the sum of \$8,000 for a hazardous waste collection day, said sum to be spent under the direction of the Board of Selectmen and raised from Solid Waste/Recycling Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 11 Explanation: The DPW has been conducting hazardous waste collection days for the past eight years. This appropriation will allow the Town to conduct one hazardous waste collection day in fiscal year 2005.

ARTICLE 12: APPROPRIATE THE FY 2005 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$85,000, from the Landfill C&D Fund in the amount of \$20,000, and from Overlay Surplus in the amount of \$499,778.74; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages 10 – 13.

ARTICLE 13: APPROPRIATE THE FY 2005 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

<u>FY 2005</u>		<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
1001	Salaries	430,660	455,539	464,441
1002	Purchase of service	894,036	879,700	956,200
1003	Expenses	111,773	126,455	127,755
1004	Capital Outlay			
1005	Debt Service	249,517	258,361	217,000
1006	Reserve Fund		41,509	45,000
	Total	1,685,987	1,761,564	1,810,396

And that \$670,000 be raised from the tax levy and transferred to the RTS Enterprise Account; or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 13 Explanation: The Solid Waste and Recycling budget is funded through a combination of property tax revenues and user fees.

ARTICLE 14: APPROPRIATE THE FY 2005 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

2004 ANNUAL TOWN MEETING WARRANT

<u>FY 2005</u>		<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
2001	Salaries	425,067	485,880	496,976
2002	Purchase of Service	153,615	126,629	139,629
2003	Expenses	55,090	66,658	66,658
2004	Capital outlay	15,958		25,000
2005	MWRA assessment	4,678,829	4,695,589	4,765,682
2006	Debt service	1,042,733	1,088,010	1,088,010
2007	Reserve Fund		35,000	35,000
	Total	6,371,292	6,497,766	6,616,955

or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 14 Explanation: The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the entire cost of operations.

ARTICLE 15: APPROPRIATE THE FY 2005 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

<u>FY 2005</u>		<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
3001	Salaries	694,178	780,664	797,212
3002	Purchase of service	345,104	330,752	350,752
3003	Expenses	325,336	341,225	395,545
3004	Capital outlay		20,000	20,000
3005	MWRA assessment	729,898	1,066,066	793,683
3006	Debt service	1,058,875	1,105,601	1,105,601
3007	Reserve Fund		75,000	75,000
	Total	3,153,391	3,719,308	3,537,793

or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 15 Explanation: The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

2004 ANNUAL TOWN MEETING WARRANT

ARTICLE 16: APPROPRIATE FOR UNPAID BILLS OF A PRIOR YEAR

To see if the Town will vote to raise and/or transfer and appropriate such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, as follows:

Department	Vendor	Description	Fiscal Year	\$ Amount
Historical Commission	Needham Camera Shop	Photo Prints	2003	\$221.26

and further to meet this appropriation that \$221.26 be transferred from the Overlay Surplus Account; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

ARTICLE 17: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain town departments pursuant to the provisions of M.G.L., Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2004:

Revolving Fund	Authority to Spend	Revenue Source	Use of Fund	FY2005 Budget
School Busing	School Committee	Fee Based Busing Program Receipts	Transportation of students to and from School	\$500,000
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Donations	Transportation program for COA	\$40,000
Yard Waste Processing Program	Board of Selectmen / DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	\$75,000
Home Composting Bin Account	Board of Selectmen / DPW Director	Sale of Bins	Purchase of additional home composting bins	\$3,000
Human Rights Committee Invest. Account	Board of Selectmen / Town Administrator	MCAD	Costs related to the Investigation of MCAD Complaints	\$2,000
Senior Center Activities	Council on Aging Director	Program Receipts	Costs related to social programs for elderly	\$1,000
Youth Services Activities	Youth Commission Director	Program Receipts	Costs related to youth service and community programs	\$25,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 17 Explanation and Summary of G.L. Chapter 44, Section 53E ½: A revolving fund established under the provisions of G.L. Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the

2004 ANNUAL TOWN MEETING WARRANT

programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to G.L. Chapter 59, Section 23.

ARTICLE 18: ESTABLISH REVOLVING FUND/BOARD OF HEALTH

To see if the town will vote to authorize a revolving account for the Health Department under M.G.L. Chapter 44 Section 53E 1/2 that may be spent by the Health Director without further appropriation during FY 2005 for the purpose of paying costs and expenses of the immunization clinics, and for other Health Department immunization programs and educational programs. The Health Department Immunization Fund is to be credited with immunization receipts, and the Health Director may spend \$10,000 in revolving fund monies; or take any other action thereto.

INSERTED BY: Board of Health

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 18 Explanation: The establishment of this revolving fund would allow the Health Department to purchase vaccine for high-risk populations. It would be a mechanism for the deposit of receipts and third party reimbursements. The supply of vaccine has been reduced from the state due to budget reductions and does not meet the demand of the residents. This would allow for expenses related to the influenza clinics, other immunization clinics, and support Health Department educational programs.

ARTICLE 19: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Board of Selectmen to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 19 Explanation: State law requires that Town Meeting approve the use of funds received from the State for road construction purposes. In FY04, the Town was allocated \$467,774 in Chapter 90 funding.

ARTICLE 20: TRANSFER OF BUDGETARY FUND BALANCE

To see if the Town will vote to transfer \$3,270,834 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2005; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 20 Explanation: Budgetary fund balance (free cash) is the result of unexpended appropriations and revenue in excess of estimates from fiscal year 2003.

CAPITAL IMPROVEMENT BUDGET ARTICLES

ARTICLE 21: APPROPRIATE FOR FIRE RADIO SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$140,500 to upgrade the Fire Department radio system, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 21 Explanation: The Fire Department has requested that its radio system be replaced due to safety concerns. The existing radio frequency is currently shared with the Dedham Fire Department, and at various times, the two towns interfere with each other's communication. Moreover, the existing frequency often picks up traffic from departments as far away as Portland, Maine. Most importantly, the existing equipment is unable to penetrate newer types of building construction, creating an unsafe condition for firefighters entering those buildings. The use of a new band and frequency, together with new equipment infrastructure, will eliminate most of the communications deficiency. This item was deferred in fiscal year 2003. This system will include a new base station, mobile radios in all vehicles, portables and chargers as well as repeaters. The Department has submitted a grant request to the Federal Government to fund 90% of this project, which is pending.

ARTICLE 22: APPROPRIATE FOR POLICE RADIO SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$56,000 to upgrade the Police Department radio system, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 22 Explanation: The radio equipment is the basic means of communication in Police cruisers. It is the means by which communications with the station, other officers and/or other cruisers is instantaneously achieved. The present radios are 13 to 15 years old. The government's life expectancy for this equipment is 7 to 15 years. This equipment is outdated, parts are not always available, and service requests are more frequent and expensive. The result of this faulty and unreliable equipment is diminished safety and reduced quality of service to the citizens of the Town. The FCC will require, by January 1, 2008, that any license sought or renewed be of "narrow band" type. This equipment meets that requirement.

ARTICLE 23: APPROPRIATE FOR FIRE ENGINE REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$40,000 to make necessary repairs to Fire Engine #4, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 23 Explanation: The Fire Department is seeking \$40,000 to perform major repairs to the drive train, as well as body and paintwork to the exterior of the vehicle. This work is necessary to prolong the

lifespan of the vehicle, as it is slated for use as the Department's reserve engine for several years beyond its life as a front line unit.

ARTICLE 24: APPROPRIATE FOR FIRE ENGINE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$365,000 to purchase a fire engine, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 24 Explanation: The average life span for a front line fire truck is 15 years. Two engines are now rated in poor condition. When the Fire Department purchases a new fire engine, it becomes the front line vehicle with the engine in the poorest condition being retired. The fire engine with the second greatest wear and tear is designated as the reserve engine. The reserve engine is used very frequently when a unit is out of service for any reason. This includes situations when a truck is out of town on mutual aid, out of service for repairs, or utilized for fire details. This practice maximizes the life and utility of the fire fleet and maintains an acceptable safety level.

ARTICLE 25: APPROPRIATE FOR FIRE BRUSH TRUCK

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$38,000 to purchase a brush truck for the Fire Department, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 25 Explanation: Fire vehicle C-6 is a pick-up truck used for utility purposes year round. In addition, it has a slide-in brush fire unit and serves as the Town's forestry brush fire vehicle. The slide-in brush fire unit was funded for replacement at the May 2000 Annual Town Meeting. Unit C-6, the pick-up that holds the slide-in unit, is a 1993 Ford F-350 and will be twelve (12) years old at the time of replacement. In addition to its role in fighting brush fires, it is also used for many other purposes including fire suppression, transportation of supplies to fire scenes, pulling the hazardous materials trailer, and pulling the department's boat used for water rescues. Though it has relatively low mileage, it has experienced many hours at idle which causes wear and tear on the engine. It is beyond the age that it can be relied on, particularly for off-road uses. This request was presented to the May 2001 Annual Town Meeting and withdrawn due to funding priorities. The purchase of this truck was deferred again in fiscal year 2003.

ARTICLE 26: APPROPRIATE FOR VEHICLE AND EQUIPMENT REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$309,000 for vehicle and equipment replacement, to be spent under the direction of the Board of Selectmen, \$238,523 to be raised from the tax levy, \$45,000 to be raised from water receipts, and \$25,477 appropriated under Article 49 of the 2000 Annual Town Meeting to be transferred; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be amended to \$192,500: \$122,023 from the tax levy, \$45,000 from water receipts, and \$25,477 from Article 49 of the 2000 Annual Town Meeting.

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Article 26 Explanation: This request is for municipal vehicles for a number of departments. This article would fund the replacement of four DPW pick-up trucks that will be downsized from heavy trucks (F-150, F-250 and F-350) to compact pick-ups (Ford Ranger). The appropriation would also fund the replacement of five passenger vehicles used by the Building, Assessors and Health Departments. These vehicles are typically on their second or third use, are more than 12 years old, and are in poor to fair condition. Third, this article would fund the replacement of the Fire Chief's vehicle. The current automobile is a 1999 Ford Crown Victoria. This vehicle has 98,000 miles and is in fair to poor condition. It is not dependable and is in need of constant repairs. The current automobile will be passed down to the Deputy Chief of Operations, who is using a 1994 Ford automobile with well over 100,000 miles on it. Finally, the appropriation would fund the replacement of a standard dump truck with a special hook lift truck with multiple bodies. This versatile vehicle will serve many uses at the Department of Public Works.

ARTICLE 27: APPROPRIATE FOR ROOF REPLACEMENT AND REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$40,000 for roof replacement and repair to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 27 Explanation: This project addresses the long overdue need to replace the 3,600 square foot severely deteriorated built up roof on the Rosemary Pool Bathhouse Building. This request has been deferred for several years due to the uncertain future of the Rosemary Pool Complex. The existing roof is original to the building that was constructed in 1975.

ARTICLE 28: APPROPRIATE FOR SCHOOL FLOORING REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for school flooring replacement, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 28 Explanation: This request is part of a multi-year plan to systematically address the need to remove asbestos flooring in school buildings. In most cases, the worn flooring is comprised of asbestos containing floor tiles or carpeting glued directly to asbestos containing floor tiles. In all cases, the flooring is a minimum of 30 years old and would be due for replacement even if it did not contain asbestos. This program is directed toward those schools not slated for renovation work in the near future, or for emergency repair areas. FY05 funding will be used to replace asbestos containing floor tile in the lower level corridor at the Hillside Elementary School. FY04 funding was used to replace asbestos containing tile in the upper level corridor and several adjacent classrooms at the Hillside Elementary School.

ARTICLE 29: APPROPRIATE FOR EXTERIOR PAINTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for exterior painting of public facilities, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 29 Explanation: This request will fund the complete exterior painting of the Hillside Elementary School including corroded window frames, peeling wooden trim and window sill components, deteriorated fascia boards, doors, trim and windows on the modular extension. The project includes partial lead

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abatement as well as carpentry work to replace rotted wooden fascia boards and trim components. The Hillside Elementary School exterior was last painted during the summer of 1996.

ARTICLE 30: APPROPRIATE FOR INTERIOR PAINTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for interior painting of public facilities, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 30 Explanation: This request is part of a multi-year plan to systematically address the need for the maintenance of interior spaces in schools and municipal buildings. The amount appropriated in the annual operating budget of the Municipal Building Maintenance Department has been insufficient to address the overwhelming amount of work needed. FY05 funding will be used to paint interior spaces at the Town Hall, Hillside Elementary School, Pollard Middle School, and Mitchell Elementary School. FY04 funding was used to paint interior spaces at the Pollard Middle School, Fire Station #1, Mitchell Elementary School, and Newman Elementary School.

ARTICLE 31: APPROPRIATE FOR PARKING LOT EVALUATION AND DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 to fund a study to evaluate parking areas at public facilities, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article not be Adopted

Article 31 Explanation: This study will address the current situation as well as solutions for the extreme parking deficiency (77 spaces for 140 employees) at the Pollard Middle School, including: overflow parking clogging neighboring streets, access for emergency vehicles, and safety issues for staff, parents, and the general public that are created by a lack of available parking spaces. The study will also examine existing parking lot conditions at the Newman Elementary School, the Hillside Elementary School Lower Lot, the Mitchell Elementary School and the Ridge Hill Reservation.

ARTICLE 32: APPROPRIATE FOR MITCHELL SCHOOL MEDIA CENTER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$62,000 to renovate the media center at the Mitchell School, to be spent under the direction of the Municipal Building Maintenance Board/School Committee and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 32 Explanation: This request addresses the need to update and reconfigure the shelving and furniture at the Mitchell School Media Center (Library), and to provide needed maintenance/repair. Some of the current shelving was installed with the addition to Mitchell School in 1959. The rest is an eclectic shelving arrangement from the old Carter School, and other second-hand sources. Several of the units are bent and rusted. This request also includes an updated circulation desk, computer tables with cable management, and twenty-five additional chairs. Additionally, this request funds painting, carpet replacement, ceiling tile installation, window shade installation, air conditioning, and electrical upgrades.

ARTICLE 33: APPROPRIATE FOR SCHOOL TECHNOLOGY PLAN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$185,000 to upgrade computer inventory, to be spent under the direction of the School Committee and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 33 Explanation: This request will upgrade 12% of the School Department's computer inventory to accept new software applications and provide access to Internet resources, on a six-year replacement cycle. The request will provide adequate workstations and associated peripherals for all instructional areas: computer labs, school media centers, classrooms, special education programs, and tutorial areas. The request also includes upgrades for administrative computers and upgrades for administrative software.

ARTICLE 34: APPROPRIATE FOR SCHOOL COPIER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$40,000 to upgrade photocopy equipment in the School Department, to be spent under the direction of the School Committee and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 34 Explanation: This request represents second-year funding of a regular replacement cycle for photocopiers within the School Department. The School Department owns 34 copy machines, 32% of which will be seven plus years old in FY05. Last year, nine machines were upgraded. The FY05 request would replace five photocopiers and one risographic reproduction machine, which are between seven and eight years old. Copy machines are heavily utilized in the School system. The oldest machines are inefficient copy makers, need constant maintenance and repair, and generally cost more to service than they are worth.

ARTICLE 35: APPROPRIATE FOR SCHOOL FURNITURE AND EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,500 for replacement of furniture and equipment in the School Department, to be spent under the direction of the School Committee and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 35 Explanation: This request would fund furniture replacement at those school buildings that have not undergone or are scheduled to undergo, major/renovation or repair projects. In addition, it provides ongoing funding to replace expensive musical instruments such as pianos, bass clarinets, french horns, cellos, tubas, etc., which students are not expected to purchase, and which are now between 30-40+ years old. Classroom furniture at Hillside, Mitchell, Newman and Pollard Schools is heavily utilized, and often in a state of disrepair after decades of heavy use. In FY05 (the first year of a five-year request), the following furniture would be replaced: Hillside faculty room (\$1,450), one Pollard science classroom (\$4,000), one Pollard regular classroom (\$3,750), one elementary classroom (\$5,200), and administrative furniture at various school buildings (\$6,000). Additionally, the following musical instruments would be replaced: Hillside piano (\$5,000, 25+ years old), High School bass clarinet (\$4,500, 30+ years old), High

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School euphonium (\$3,900, 30+ years old), and two High School piccolos (\$1,600, 25+ years old.) The Director of Fine and Performing Arts estimates that a ten-year musical instrument replacement cycle of \$15,000/year, would provide the children of Needham with resources to last the next 25+ years.

ARTICLE 36: APPROPRIATE FOR ROSEMARY POOL SANDBLASTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for sandblasting Rosemary Pool, to be spent under the direction of the Park and Recreation Commission and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 36 Explanation: In order to maintain the steel walls of Rosemary Pool, the surface needs to be sandblasted approximately every ten years, sealing the joints with caulk, and painting. Repairs to the beams holding the wood decking will also be made. The interior of the pool was last sandblasted in 1989. The exterior was sandblasted, caulked and painted with marine quality paint in 2000.

ARTICLE 37: APPROPRIATE FOR PARKING COLLECTION SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 to implement a new parking fee collection system, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 37 Explanation: During the summer of 2003, the Town hired an intern funded by a grant to study its parking facilities and operations. The report revealed a number of problems and customer dissatisfaction with the MBTA collection boxes and lost revenue due to missing on-street parking meters. The Finance Department is now weighing different collection systems to revamp the payment process. The costs will be recovered by the fees charged for parking and improved security. The Town may also explore a pilot program using new on-street parking meter systems.

ARTICLE 38: APPROPRIATE FOR PERMITTING SOFTWARE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$115,000 to purchase permitting software, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 38 Explanation: The Consultant hired to evaluate the potential for streamlining the Town's permitting process recommended that the Town invest in an integrated system to manage the more than 18,000 annual permitting activities performed by its ten permitting agencies. Currently, such coordination is impeded since agencies do not readily know what activity may have occurred previously or may be occurring currently with respect to a given parcel, owner, contractor or other party. The availability of application software responsive to the Town's functional requirements in permitting will have several major benefits for the Town, such as the elimination of the amount of manual effort expended in maintaining permitting records and the reduction in duplication of effort among multiple Town agencies.

ARTICLE 39: APPROPRIATE FOR BROOK AND CULVERT REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for brook and culvert repair, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 39 Explanation: This is a request for funding as part of an on-going effort to clean brooks throughout Town and repair culverts/retaining walls in the brooks. During severe storms, there are numerous incidents of flooding in residential areas. The flooding conditions are largely the result of blockages of waterways due to the failure of retaining walls and the clogging of waterways with vegetation and silt. These conditions have occurred due to the lack of manpower for routine maintenance of these waterways. A major effort is now needed to begin to address this problem. The next round of work is proposed for Hurd Brook and culverts from Wayne Road to Central Avenue.

ARTICLE 40: APPROPRIATE FOR ROAD IMPROVEMENT AND REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$885,000 for road improvement and repair, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 40 Explanation: This request supports the Town's road and intersection repair and reconstruction program. The funds would be used to perform some of the following: reconstruction of roads performed on the basis of priorities and conditions at the time of funding; extraordinary repairs to both local and Chapter 90 eligible roads; reconstruction of intersections performed on the basis of priorities and conditions at the time of funding; and street resurfacing on local and/or Chapter 90 roads to improve the structural and surface integrity of the Town's network of accepted streets, including leveling, structural overlays, utility adjustments, minor drainage improvements, and curbing.

ARTICLE 41: APPROPRIATE FOR SIDEWALK RE-SURFACING AND REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$250,000 for sidewalk resurfacing and repair, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 41 Explanation: There are over 160 miles of sidewalks, 52 of which are designated as school walking routes. Over half of the sidewalks require significant work and do not comply with Americans with Disabilities Act and Architectural Access Board laws and regulations. The funds are intended to perform sidewalk repairs on Brookline Street, from Manning Street to Greendale Avenue, and Lincoln Street, from Dedham Avenue to Garfield Street.

ARTICLE 42: APPROPRIATE FOR WOOD GRINDER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$249,500 for the purchase of a wood grinder, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 42 Explanation: In 1993, the Town acquired a horizontal grinder through a Department of Environmental Protection (DEP) Grant. The value of the equipment at the time of the grant award was \$171,500. The awarding of the grant by the DEP was contingent upon the Town's acting as a host community for the grinder and providing grinding services to other municipalities requesting the service. The wood grinder is an integral part of the yard waste processing program allowing the Town to process all yard waste materials (except logs) and convert the material to a usable finished product for resale or for use by other Town departments, residents and contracting companies. Over the years, the grinder has had numerous repair issues due to its age and its frequency of use by the Town and other municipalities. The proposed wood grinder will be able to perform log grinding, which is currently being performed by contractors. It is still the DPW's intention to work with the participating communities to provide wood grinding services.

ARTICLE 43: APPROPRIATE FOR TRANSFER TRAILER AND STAGING PAD

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$55,000 for the purchase of a transfer trailer and staging pad, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 43 Explanation: One (1) trailer of the total fleet of six (6) trailers is being requested in FY2005 for replacement, as scheduled. The least damaged trailers are being retained and will be repaired to haul the less handled, non-compacted and lighter recyclables. It is anticipated that the total useful life of the trailers is 6 to 8 years. This request also includes the construction costs for a second concrete staging pad for transfer trailers. The second staging pad would make staging and spotting of transfer trailers at the RTS safer and more efficient.

ARTICLE 44: APPROPRIATE FOR SEWER SYSTEM REHABILITATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$126,500 for sewer system rehabilitation design, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 44 Explanation: The Town of Needham, along with numerous other communities, is under an Administrative Order from the DEP to identify and remove Infiltration and Inflow (I/I) from our sewer

system. In addition, since the Town's MWRA sewer assessment is largely a function of metered flow, the reduction of a significant amount of I/I will have a direct impact on our assessment. The Town has undertaken studies to determine the location and volume of I/I entering the sewer system. This request is for design funding for removal of I/I from the following areas: Area 2 – Great Plain Avenue/Greendale Avenue/ Peacedale Road/Sterling Road; Area 24 – Great Plain Avenue/Fairfield Street/Douglas Road and Grosvenor Road/Dawson Drive/Richard Road; Area-Lower 21 - Greendale Avenue/Valley Road/Barbara Road/Kenney Road/Rybury Hillway; and the remainder of the Bird's Hill interceptor along Route 128.

ARTICLE 45: APPROPRIATE FOR SEWER RELOCATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$359,000 for sewer relocation design, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 45 Explanation: The wastewater discharging to the Reservoir Street "B" Wastewater Pumping Station and the Kendrick Street Wastewater Pumping Station originates from both the east and the west sides of Route 128. There are four separate gravity mains and two sewer force mains carrying sewage beneath the layout of Route 128. On five separate occasions in the past 20 years the force mains have failed - three times in one location alone, costing hundreds of thousands of dollars to repair. The Route 128 Transportation Improvement Project (also known as the "Route 128 Add-a-Lane Project") will result in the Town's having to spend even larger sums of money should these pipes continue to break. Relocating and combining some of the mains and/or possibly increasing their protection and accessibility is currently being investigated as part of the feasibility study approved at the 2003 ATM. The engineering and design of the ultimate location must be completed before the renovation or replacement of the Reservoir Street "B" Station. Additionally, the second of two major connections to the MWRA System conveying approximately 30% of Needham's wastewater is piped beneath Route 128 in a 24" diameter main south of the Great Plain Avenue interchange. The integrity and future access to this pipe must also be addressed. The Route 128 Transportation Improvement Project, which was initially scheduled for the 2007-2010 time frame, is now being aggressively pursued for a fast track approach. All needed improvements must be completed prior to the State's highway work.

ARTICLE 46: APPROPRIATE FOR SEWER SERVICE CONNECTIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for sewer service connection, installation, and/or replacement, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 46 Explanation: This project is an adjunct to the road reconstruction program. There are still homes that are not connected to the Town's sewer system. Should their septic systems fail, they may be ordered to connect to the Town's system due to health reasons regardless of any moratorium on excavations in effect at the time. This may result in excavations into the Town's newly paved roadways. The cost for these service installations are not considered to be a Chapter 90 reimbursement eligible expense and therefore cannot be funded with State money. Homeowners will continue to be encouraged to connect prior to the project start. However, for those homeowners who do not connect, a partial connection within the right-of-way will be installed. There is a corresponding request for water service connections.

ARTICLE 47: APPROPRIATE FOR TREATMENT PLANT FILTER MEDIA REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for treatment plant filter media replacement, to be spent under the direction of the Board of Selectmen and raised from water receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 47 Explanation: The design consultant for the Charles River Water Treatment Facility (CRWTF) recommended that the filter media (greensand) be replaced every 5 years. It was hoped that the media would last for a longer period of time based on the experience of similar systems in other municipalities, but due to the heavy use of the filters, it was not possible to extend the media life. The filters remove manganese from the Town's drinking water.

ARTICLE 48: APPROPRIATE FOR TREATMENT PLANT COMPUTER SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$112,000 to upgrade the Charles River Water Treatment Plant computer system, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 48 Explanation: This project is the second phase of a recommendation in 2001 to upgrade the operating control system at the Charles River Water Treatment Facility (CRWTF). Phase I was completed by reconfiguring the Intellution human-machine interface (HMI) software database and restructuring the programmable logic controller (PLC) polling records. Phase II of this project provides for the replacement of the controlling software from FIX32 to iFIX and replacing the Ethernet network hardware. In addition, the alarm dialer software will be replaced with current software and the Operations & Maintenance manual will be upgraded.

ARTICLE 49: APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS 14-INCH MAIN DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for water system improvement design, to be spent under the direction of the Board of Selectmen and raised from water receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 49 Explanation: This project is for the design of a rehabilitation/replacement of the 14" transmission water main from the CRWTP to School Street that was installed in 1936 -1939. The current main is made of steel and lined with a type of bitumastic or coal tar coating that is eroding. This will cause a failure of the steel pipe, interrupting flow and the ability to provide adequate fire protection. Water quality is also a concern, as the breakdown of the lining is a source for potential contamination. The total length of the 14" main is approximately 19,000 lf (3.6 miles), extending from Charles River Street, to Pine Street, to Central Avenue, to Marked Tree Road, to Oak Street, to Chestnut Street, to School Street.

ARTICLE 50: APPROPRIATE FOR WATER STORAGE TANK CLEANING AND PAINTING DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$65,000 to design the renovation of water storage tanks, to be spent under the direction of the Board of Selectmen and raised from water receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 50 Explanation: The DEP Regulations controlling the operation and maintenance of water supply and distribution systems require routine draining and inspection of water storage tanks. Periodically the report of the inspection indicates that the surface coating is worn or damaged and is in need of cleaning and repainting. The Dunster Road Water Tank was completely cleaned and painted inside and out in 1993 and prior to that in 1978. Last year's inspection revealed that the outside of the tank had sustained more than normal wear. It has been especially burdened by vandalism beyond normal graffiti. It is recommended that the outside of the Dunster Road Tank be cleaned and painted. The Birds Hill Water Tank is now 30 years old. It still has the original coating inside and out. The last few inspections indicated no serious problems but the report recognized the age of the coating and its potential for deterioration. The DPW is recommending cleaning and painting as soon as practical.

ARTICLE 51: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for water service connection, installation, and/or replacement, to be spent under the direction of the Board of Selectmen and raised from water receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 51 Explanation: This project is proposed as an adjunct to the DPW road construction program. This program is intended to correct a common problem whereby a water main was installed, but the service connections were not renewed. This leaves an element of the subsurface infrastructure susceptible to failure before the desired life of the reconstructed roadway. In the case of Chapter 90 projects, this expense is not reimbursable. This project will also benefit the on-going lead and copper rule compliance by removal of lead services from the water distribution system.

ARTICLE 52: APPROPRIATE FOR WATER SYSTEM REHABILITATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$151,500 for water system rehabilitation design, to be spent under the direction of the Board of Selectmen, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of

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Selectmen or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Board of Selectmen is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 52 Explanation: The recently completed Water System Master Plan identified a range of necessary improvements including various system upgrades to water mains that are greater than 85 years of age. The age of these mains predisposes them to frequent breaks and the build-up of tuberculation restricts the flow of water jeopardizing fire suppression needs and decreasing water quality. The design of the replacement of the Warren Street and Garden Street water mains is proposed in this article.

ARTICLE 53: APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS FEASIBILITY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for a feasibility study of the Route 128 water main location, to be spent under the direction of the Board of Selectmen, and raised from water receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 53 Explanation: There are four water mains servicing the east side of Route 128. One is on the Kendrick Street Bridge, which will be replaced when the Bridge is replaced. The other three mains cross directly beneath or are under the right-of-way along the east side of Route 128. The Route 128 Transportation Improvement Project (TIP), otherwise known as the "Add-A-Lane" Project, present an increased risk for these pipes. The adequacy of supply to this area, and the integrity and access to these pipes in the future should be investigated. The process is proposed to begin with a feasibility study this year. The study would be followed by engineering, design, and construction. The Route 128 TIP, initially reported to be scheduled for the 2007-2010 time frame, is now being aggressively pursued for a fast track approach. Any improvements will need to be completed prior to this work. The feasibility study will include an investigation of the possibility of using an existing, abandoned 8-inch water main crossing Route 128 from Hunting Avenue.

GENERAL BY-LAW ARTICLES

ARTICLE 54: INTER-MUNICIPAL AGREEMENT – BOARD OF HEALTH

To see if the Town will vote pursuant to General Laws Chapter 40, Section 4A, as amended, to authorize the Board of Health to enter into an agreement with the Town of Wellesley to establish a bank of hours for employees which will be used to share workforce, services, resources, and training across borders; or take any other action relative thereto.

INSERTED BY: Board of Health

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 54 Explanation: This agreement entails the sharing of public health nursing and environmental health specialist staff using a bank of hours. It will be based on short-term assistance and the bank of hours will be accrued and drawn upon as needed. The Towns will share training resources as necessary. Each community will maintain responsibility for workers compensation and all liability issues. Such an agreement is necessary to allow the two towns to provide assistance to each other and to enforce public health laws and regulations across municipal boundaries.

ARTICLE 55: AMEND GENERAL BY-LAWS DOG REGULATIONS

To see if the Town will vote to amend the General By-Laws by:

1. inserting a new sub-section in Section 9.2.2.4 as follows:

“U. Dog Regulation Violations (3.7.1 & 3.7.2)

Enforcement Agent:	Animal Control Officer
Fine Schedule:	\$25 First offense
	\$50 Second offense
	\$100 For each additional offense;” and

2. amending Section 3.7.3 by deleting the words “twenty-five dollars (\$25.00)” and “fifty dollars (\$50)” and inserting in place thereof the words “fifty dollars (\$50.00)” and “One hundred dollars (\$100.00)” respectively.

or take any other action relative thereto.

INSERTED BY: Park and Recreation Commission

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 55 Explanation: The amount of dog complaints reported to the Animal Control Officer and various town departments, including each school, continue to increase each year. Educational efforts, including the posting of signs, have not been effective enough. The current dog regulations require all dogs to be on leashes outside the confines of their own properties; and do not permit dogs to perform natural body functions on properties other than their owner’s property, without permission of the property owner. Permission is not granted on Town of Needham property, due to concerns for the personal safety of residents, particularly children and older residents. Pet waste contains bacteria and parasites that can spread diseases to humans and degrade water quality. The acidic level of dog urine decreases the ability to grow grass in the affected areas. This article will ensure that the Town can issue non-criminal citations for violation of the by-law.

ARTICLE 56: ACCEPT THE PROVISIONS OF SECTION 40 OF CHAPTER 653 OF THE ACTS OF 1989

To see if the Town will vote to accept the provisions of Section 40 of Chapter 653 of the Acts of 1989, as amended, to assess new buildings, structures, or other physical improvements added to real property between January second and June thirtieth for the fiscal year beginning July 1st; or take any other action relative thereto.

INSERTED BY: Board of Assessors

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 56 Explanation: The purpose of this article is to reduce the delay that now occurs between the construction and taxation of new buildings and other improvements to real property. Town Meeting acceptance of Section 40 of Chapter 653 of the Acts of 1989 will allow the Town to capture new buildings, structures and other real property improvements (new growth) that occur after January 2 but before July 1, immediately preceding the start of the fiscal year. As a result, the new growth on real property during the first six months of the calendar year will now be reflected in the assessed valuation of the property a fiscal year earlier. Currently improvements made after January 1 are not included in the property assessment, and therefore not taxed for as long as eighteen months, even though demands on town services may be incurred as a result of the new construction. The assessment of personal property is not affected by this statute.

ARTICLE 57: ACCEPT CHAPTER 137 OF THE ACTS OF 2003/MILITARY SERVICE

To see if the Town will vote to accept the provisions of Section 1 of Chapter 137 of the Acts of 2003 to provide certain benefits for employees called for active duty military service; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 57 Explanation: Chapter 137 of the Acts of 2003 allows a city or town, upon acceptance by the legislative body, to pay the difference between employee base wages received from the city or town and the wages paid by the United States military. The Act applies to any employee called to active duty from the time period from September 11, 2001 to September 11, 2005. At the time of this writing, the Act would apply to one (1) municipal employee.

ARTICLE 58: ESTABLISH A CAPITAL IMPROVEMENT FUND (SECTION 14 OF CHAPTER 46 OF THE ACTS OF 2003)

To see if the Town will vote to establish a separate Capital Improvement Stabilization Fund under the provisions of M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 58 Explanation: Chapter 46 of the Acts of 2003 and Chapter 140 of the Acts of 2003 allow municipalities to create one or more stabilization funds for specific purposes. Adoption of this article will establish a separate capital improvement stabilization fund dedicated to the funding of general fund capital items. Any appropriation from the fund requires a 2/3rds vote of Town Meeting.

ARTICLE 59: ACCEPT COMMUNITY PRESERVATION ACT

To see if the Town will vote to accept M.G.L. Chapter 44B Sections 3 through 7, known as the Community Preservation Act, which establishes a special Community Preservation Fund that may be appropriated and spent for certain open space, historic resources and affordable housing purposes; to approve a property tax surcharge of up to three (3) percent of the taxes assessed annually on all real property for fiscal years beginning on or after July 1, 2004, and to exempt from the surcharge the following: (1) property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate senior housing in the community and (2) \$100,000 of the assessed valuation of Class One residential parcels; or take any other action relative thereto.

INSERTED BY: Community Preservation Act Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 59 Explanation: At the May 2003 Town Meeting, a committee was created to study MGL Chapter 44B, known as the Community Preservation Act (CPA). The statute enables the formation of a Community Preservation Fund and a Community Preservation Committee to administer it. The CPA fund is funded through a local property tax surcharge between 1% and 3% and matching state funds. The CPA Study Committee will make a recommendation at Town Meeting regarding the amount of the surcharge. The Study Committee recommends exempting (1) \$100,000 of the value of residential property; and (2) residential property owned and occupied by residents who qualify for low-income housing and low or moderate-income senior housing, as permitted in the CPA statute. CPA cannot be enacted until the voters have accepted it. Town Meeting's approval of this article will put a ballot question in an upcoming election for Needham's voters to decide whether to accept CPA.

ARTICLE 60: AMEND GENERAL BY-LAWS/COMMUNITY PRESERVATION

To see if the Town will vote to amend the General By-laws of the Town of Needham by inserting a new Section 2.7.4 and renumbering succeeding sections accordingly:

“SECTION 2.7.4 Community Preservation Committee

2.7.4.1 Establishment

There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44B. The composition of the committee, the appointment authority and the term of office for the committee members shall be as follows:

One member of the Conservation Commission as designated by said Commission for a term of three years.

One member of the Historical Commission as designated by said Commission for a term of three years.

One member of the Housing Authority as designated by said Authority for a term of three years.

One member of the Park and Recreation Commission as designated by said Commission for an initial term of two years and thereafter for a term of three years.

One member of the Planning Board as designated by said Board for an initial term of one year and thereafter for a term of three years.

Two members to be appointed by the Board of Selectmen, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

Two members to be appointed by the Moderator, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

Should any of the Commissions, Boards, Committees, or individuals who have appointment authority under this by-law be no longer in existence for what ever reason, the appointing authority for that Commission, Board, Committee, or individual shall become the responsibility of the Board of Selectmen.

2.7.4.2 Duties

2.7.4.2.1 The Community Preservation Committee shall study the needs, possibilities, and resources of the town regarding community preservation. The committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Park and Recreation Commission and the Housing Authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.

2.7.4.2.2 The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space,

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land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

- 2.7.4.2.3** The Community Preservation Committee may include, in its proposal to the Town Meeting, a recommendation to set aside for later spending funds for purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund. The Community Preservation Committee may recommend the issuance of general obligation bonds or notes in anticipation of revenues to be raised pursuant to Mass. Gen. Laws, Chapter 44B, Section 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 2.7.4.2.4** As provided in the Massachusetts Community Preservation Act, no expenditures shall be made from the Community Preservation Fund without the approval of Town Meeting.
- 2.7.2.4.5** The Community Preservation Committee will submit an annual administrative and operating budget for the Community Preservation Committee, which cannot exceed five percent (5%) of the annual revenues in the Community Preservation Fund, to Town Meeting for approval.

2.7.4.3 Requirement for a Quorum and Cost Estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Proposals to the Town Meeting shall include their anticipated costs.

2.7.4.4 Exemptions

Taxpayers qualifying for the low-income exemption or the low and moderate-income senior exemption as provided for in G.L. c. 44B shall submit an application for the exemption on a form provided by the Board of Assessors within three months after the tax bill or notice is sent.

2.7.4.5 Severability

In case any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

2.7.4.6 Effective Date

This by-law shall take effect upon approval by the Attorney General of the Commonwealth, and after all requirements of M.G.L. c.40, S. 32 have been met. Each appointing authority shall have thirty days after approval by the Attorney General to make their initial appointments.

The provisions of this Community Preservation by-law shall be of no force or effect until such time as the Town Meeting and the voters of the Town vote to accept the provisions of Section 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Community Preservation Act."

or take any other action relative thereto.

INSERTED BY: Community Preservation Act Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 60 Explanation: If the Community Preservation Act is approved by the voters, a new bylaw must be enacted to implement the provisions of MGL Chapter 44B that specifies how the Community Preservation

Funds can be spent, including the process that must be followed. The by-law, proposed in this article will only go into effect if a ballot question is approved by the voters. Among the requirements of the CPA, is the formation of a Community Preservation Committee (CPC). The CPA Study Committee recommends the maximum membership of nine members with staggered terms. The statute requires one member from each of the following town boards: Conservation Commission, Housing Authority, Historical Commission, Park and Recreation Commission and Planning Board. In addition, the Board of Selectmen and the Town Moderator would each appoint two residents. The CPC will (1) study the needs of the Town regarding open space and recreation, historic preservation and community housing; (2) develop a process for the review and acceptance of project proposals; (3) develop a list of recommended projects; (4) present the project list to the Finance Committee in preparation for (5) the request to Town Meeting to authorize or veto any or all of the recommended projects.

ARTICLE 61: HOME RULE PETITION – FORM OF GOVERNMENT

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, for the enactment of a special law substantially in the following form of the proposed act printed below as part of this article and entitled:

“AN ACT RELATIVE TO THE REVISION OF THE CHARTER OF THE TOWN OF NEEDHAM

Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of same, as follows:

The Charter of the Town of Needham is hereby amended as follows.

1. By renumbering the sections of said charter so as to follow consecutively starting with Section 19 of Part 3 through Section 46 of Part 5.
2. By deleting in Section 19 of said charter the words “Three or more assistant assessors, if the Town shall so vote for the term of three years.”
3. By deleting Section 20 of said charter and inserting in place thereof the following new Sections 21 through 25:

Section 20. Referendum on Elected Status

The officials, boards, and committees listed in Section 19 of this Charter may be changed from elected to appointed status after the affirmative vote of a majority of the registered voters of the town voting thereon at a town election.

Section 21. Appointed Officials

- 21.1 The board of selectmen shall appoint and may remove a town manager or acting town manager in accordance with the provisions of Section 22 of this Charter.
- 21.2 The selectmen shall appoint town counsel, members of the board of appeals, election officers, registrars of voters except the town clerk, members of the historic commission, conservation commission, commission on disabilities, and, except as provided in section 19, all other boards, committees, and commissions of the town for whom no other method of selection is provided in this charter or by by-law.
- 21.3 The town manager shall appoint, subject to the approval of the board of selectmen: a chief of the police department; a chief of the fire department; a director of public works; an assistant town

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manager/director of finance (or person performing said function regardless of title); and an assistant town manager/personnel director (or person performing said function regardless of title).

- 21.4 The town manager shall be the appointing authority for the following officials and employees of the town:
- 21.4.1 a town comptroller, a town treasurer/tax collector, a planning director, an administrative assessor, an inspector of buildings, a director of public health, a director of veterans' services, a director of park and recreation, a director of youth services, a director of management information systems, an executive director of the council on aging, a library director, a town engineer, a director of municipal building maintenance, and a building construction and renovation manager; or persons performing said functions regardless of title.
 - 21.4.2 all other employees and officials of the town for whom no other method of selection is provided in this charter, with the exception of the executive secretary of the finance committee, who shall be appointed by that committee, and employees of the school department.
 - 21.4.3 The town manager will consult with the elected or appointed board or committee having jurisdiction over a department, if any, prior to making an appointment in accordance with section 21.4.1
- 21.5 Any person so appointed by the town manager under sections 21.3 and 21.4, who is not subject to the provisions of chapter thirty-one of the General Laws, may be removed by the town manager; provided, however, that no removal shall be made of officers listed in section 21.3, except with the approval of the selectmen, and that no removal shall be made of other employees or officers until the town manager consults with the elected or appointed boards or committees having jurisdiction over that employee's department, if any.

Section 22. Appointment and Removal of Town Manager

22.1 Appointment of Town Manager

- 22.1.1 The selectmen shall appoint, for a term not to exceed three years, a town manager, who shall be a professionally qualified person of proven ability who has had substantial involvement with municipal government and is appropriately fitted by education, training, and by previous full-time paid experience in a responsible administrative position to perform the duties of the office.
- 22.1.2 Upon expiration of such term, or upon the resignation or removal of the town manager, or in the event of any vacancy in the office of town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties, and shall appoint a successor with the above specified qualifications forthwith.
- 22.1.3 The town manager shall be appointed without regard to his or her party or political designation. He or she shall be a citizen of the United States of America. No person holding elective public office in the town with the exception of town meeting member shall, within three years of holding such office, be eligible for appointment as town manager.
- 22.1.4 The town manager shall not hold any elective public office nor engage in any other business or occupation during his or her tenure except for part-time consultative or teaching duties, directly related to the profession of municipal management and with the specific consent of the selectmen. The town manager may be appointed for successive terms of office.
- 22.1.5 Before entering upon the duties of his or her office, the town manager shall be sworn, in the presence of a majority of the selectmen, to the faithful and impartial performance thereof by the town clerk or a justice of the peace.

- 22.2 Acting Town Manager The town manager may designate, subject to the approval of the selectmen, by means of a letter filed with the town clerk, a suitable person to perform his or her duties during his or her temporary absence or disability. If the town manager fails to make such appointment, or the person so appointed fails to serve, the selectmen may appoint a suitable person to perform such duties. In the event of any vacancy in the office of town manager or the suspension of the town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties.
- 22.3 Removal of the Manager The selectmen may suspend or remove the town manager by the affirmative vote of a majority of the full membership of the board.

Section 23. Powers and Duties of the Manager The town manager shall be the chief executive officer of the Town. In addition to other powers and duties provided for in this charter, the town manager shall have the following powers and duties:

- 23.1 The town manager shall supervise, either directly or through a person or persons appointed by him or her in accordance with this charter, all department managers, except the school department managers. The town manager shall be responsible for the efficient administration of all departments except the school department. The town manager shall not, however, exercise any control over the discretionary power vested by statute in any board, committee, commission or officer.
- 23.1.1 The town manager, consistent with the provisions of this charter, the General Laws, and town by-law, may, with the approval of elected boards having jurisdiction over affected departments, where applicable, and with the approval of the selectmen after a public hearing held by the selectmen for that purpose, reorganize, consolidate or abolish departments under his or her supervision, and establish such new departments as he or she deems necessary. With such approval, the town manager may transfer the duties and powers, and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of one department to another.
- 23.3 The town manager shall have jurisdiction over the rental and use of all town property, except school property, and shall be responsible for the maintenance and repair of all town buildings, including school buildings and grounds. Said town manager shall be responsible for the preparation of plans and supervision of all work on existing and new buildings, including work on school buildings, unless otherwise assigned by the town meeting to a permanent building committee. Plans for the construction or improvement of school buildings or property shall be subject to the approval of the school committee.
- 23.4 The town manager shall be the purchasing agent for the town and shall award all contracts for all departments and activities of the town with the exception of the school department.
- 23.5 Subject to the approval of the board of selectmen, the town manager shall adopt rules and regulations establishing a personnel system. The personnel system shall make use of modern concepts of personnel management (and may include, but not be limited to, the following elements: a method of administration; personnel policies indicating the rights, obligations and benefits of employees; a classification plan; a compensation plan; a method of recruiting and selecting employees based on merit principles; a centralized record keeping system; disciplinary and grievance procedures; a professional development and training program; and other elements that are deemed necessary.) All town agencies and positions shall be subject to the rules and regulations adopted under this section, excluding employees of the school department and employees covered by collective bargaining agreements.

Prior to the adoption of rules, regulations, policies, and classification and compensation plans, the town manager shall confer with the personnel board. The town manager may seek the assistance of the personnel board in the establishment and maintenance of the classification system.

- 23.6 The town manager shall fix the compensation of all town employees except those under the jurisdiction of the school committee within the limits established by appropriation and subject to any applicable provisions of M.G.L. chapter 31.

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- 23.7 The town manager shall negotiate and administer all collective bargaining agreements with town employees, except employees of the school department, over wages and other terms and conditions of employment. The town manager may, subject to the approval of the board of selectmen, employ special counsel to assist in the performance of these duties. Collective bargaining agreements shall be subject to the approval of the board of selectmen.
- 23.8 The town manager shall keep full and complete records of the office of town manager and shall render as often as may be required by the board of selectmen a full report of all operations during the period reported on.
- 23.9 The town manager shall keep the board of selectmen fully advised as to the needs of the town and shall recommend to the board of selectmen for adoption such measures requiring action by them or by the town as may be deemed necessary or expedient by the town manager.
- 23.10 The town manager shall be responsible for the implementation of town meeting votes and shall report annually in writing to the town meeting on the status of prior town meeting votes on which implementation is not complete.
- 23.11 The town manager shall administer, either directly or through a person or persons appointed by him or her in accordance with this charter, all provisions of general and special laws applicable to said town, and by-laws and votes of the town, and all rules and regulations made by the selectmen.
- 23.12 The town manager shall report to the selectmen and the finance committee as to the financial condition of the town.
- 23.13 The town manager shall have access to all town books and papers for information necessary for the proper performance of his or her duties, and may, without notice, cause the affairs of any department or activity under his or her control, or the conduct of any officer or employee thereof, to be examined.
- 23.14 The town manager shall be accessible and available for consultation to chairs of boards, committees and commissions of the town, whether appointed or elected, and shall make accessible and available to them such data and records of his or her office as may be requested in connection with their official duties.
- 23.15 The town manager shall perform such other duties consistent with his or her office as may be required of him or her by the by-laws or vote of the town or by the vote of the selectmen.
- 23.16 The town manager shall be the chief fiscal officer of the town. Warrants for the payment of town funds prepared by the town comptroller, in accordance with the provisions of section fifty-six of chapter forty-one of the General Laws, shall be submitted to the town manager. The approval of any such warrant by the town manager, or in his or her absence the acting town manager, shall be sufficient authority to authorize payment by the town treasurer, but the selectmen shall approve all warrants in the event of the absence of the town manager or acting town manager, or a vacancy in the office of town manager.
- 23.17 Whenever any payroll, bill or other claim against the town is presented to the town manager, he or she shall, if the same seems to him/her to be of doubtful validity, excessive in amount, or otherwise contrary to the interests of the town, immediately investigate the facts and report them to the selectmen who shall determine what, if any, payment should be made. Pending such investigation and determination by the selectmen, payment shall be withheld.

Section 24. Estimate of Capital Expenditures All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him or her in writing a detailed estimate of the capital expenditures, as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The town manager, after consultation with the board of selectmen, shall submit in writing to the board of selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The selectmen shall transmit a copy of the capital budget to the finance committee along with the

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board of selectmen's recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.

Section 25. Annual Budget The town manager, after consultation with the board of selectmen, shall submit to the board of selectmen and finance committee a proposed budget for the ensuing fiscal year. The proposed budget shall provide estimates of town revenues and proposed expenditures of all town departments. For the purposes of enabling the town manager to develop the annual budget, all boards, departments, committees, commissions and officers of the town, except the school committee, shall annually, at the request of the town manager, submit to him or her in writing spending requests for the operation, maintenance and administration of their respective departments for the ensuing fiscal year. The school committee shall submit to the manager, at his or her request, a total budget estimate for the next fiscal year. The finance committee shall review the proposed budget and, after review and deliberation, report its recommendations to Town Meeting. The finance committee's recommendation on the operating budget shall be considered the main motion to be acted on by town meeting. The calendar date on or before which the budget is to be submitted to the finance committee, and the calendar date on or before which such budget will be transmitted by the finance committee for publication shall be specified by by-law.

4. By deleting Section 28 (formerly Section 23) of said charter and inserting in place thereof the following:

Section 28. Director of Public Works The town manager shall appoint a director of public works, who shall administer, under the supervision of the town manager, such departments of the town under the control of the selectmen as they may designate. He or she shall be responsible for the efficient administration of all departments within the scope of his or her duty, and shall hold office subject to the will of the town manager, consistent with the provisions of section 21.3 of this charter. He or she shall be specially fitted by education, training and experience to perform the duties of said office, and may or may not be a resident of the town. During his or her tenure, he or she shall hold no elective public office or other public appointive office, nor shall he or she be engaged in any other business or occupation. He or she shall, subject to the approval of the town manager, appoint such assistants, agents and employees as the performance of the duties of the various departments under his supervision may require, and may with like approval remove them. He or she shall keep full and complete records of the doings of his or her office and shall have charge of and shall preserve, arrange and index so as to be readily accessible to the public all plans, surveys, field notes, records, documents and inventories connected with engineering operations of the town, and render to the town manager, as often as he or she may require, a full report of all operations under his or her control during the period reported upon; and annually, or from time to time as required by the town manager, he or she shall make a synopsis of all such reports for publication. He or she shall keep the town manager fully advised as to the needs of the town within the scope of his duties, and shall furnish to the town manager a carefully prepared and detailed estimate in writing of the appropriations required during the ensuing fiscal year for the proper conduct of all departments of the town under his or her supervision.

5. By deleting in Section 30 (formerly Section 25) of said charter the words "said board" and inserting in place thereof the words "the town manager."

6. By deleting in Section 31 (formerly Section 26) of said charter the numbers "twenty-four through thirty-one" and inserting in place thereof the numbers "twenty-nine through thirty-six."

7. By deleting in Section 33 (formerly Section 28) of said charter the number "twenty-five" and inserting in place thereof the number "thirty."

8. By deleting Section 35 (formerly Section 30) of said charter and inserting in place thereof the following:

Section 35. Sewer Contracts All contracts made for the purposes of sections twenty-nine to thirty-six, inclusive, shall be made in the name of the town and shall be signed by the town manager. No contract

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shall be made, or obligation incurred, hereunder for said purposes in excess of the amount of money appropriated by the town therefor.

9. By deleting Part 7 in its entirety and inserting in place thereof the following:

PART 7. GENERAL PROVISIONS

Section 42. Construction The provisions of this charter act shall be construed as if said act had been adopted by the procedure set forth in sections three and four of Article LXXXIX of the Amendments to the Constitution of the Commonwealth. The powers granted to the town of this charter act shall be liberally construed in order to give full effect to the powers specifically granted herein. The provisions of this charter act as originally adopted shall be construed as a continuation of the provisions of the existing law in effect at the time of its adoption unless the contrary is clearly required by the context thereof.

Section 43. Severability The provisions of this charter act are severable. If any of the provisions of this charter act are held to be unconstitutional, or invalid, the remaining provisions of said act shall not be affected thereby. If the application of this charter act or any of its provisions to any person or circumstances is held to be invalid, the application of said act and its provisions to other persons or circumstances shall not be affected thereby.

Section 44. Repeal of Certain Acts Chapter seventy-three of the acts of nineteen hundred and twenty-three, chapter four hundred and fifty-four of the acts of nineteen hundred and twenty-four, chapter one hundred and eighty-nine of the acts of nineteen hundred and thirty-two, chapter twenty-nine of the acts of nineteen hundred and thirty-four, chapter sixty-eight of the acts of nineteen hundred and thirty-seven, chapter thirty of the acts of nineteen hundred and fifty, chapter twenty-one of the acts of nineteen hundred and fifty-five, chapter seventy-four of the acts of nineteen hundred and fifty-five, chapter three hundred and fifty-nine of the acts of nineteen hundred and fifty-six, chapter three hundred and sixty-eight of the acts of nineteen hundred and fifty-six, chapter eighty-four of the acts of nineteen hundred and fifty-nine and chapter one hundred and forty of the acts of nineteen hundred and sixty-five are hereby repealed.

Section 45. Existing Law All general laws, and all special laws, town by-laws, rules and regulations of or pertaining to the town which are in force when this charter act takes full effect, and which are not specifically repealed hereby, shall continue in full force and effect until amended or rescinded by due course of law or expire by their own limitation. Nothing in this charter act shall affect or impair the rights or privileges of persons who are town officials or employees at the time it takes effect or derogate from the protection afforded to them by the civil service law, laws relating to veterans' tenure, or chapter thirty-two of the General Laws. Nothing contained herein shall impair any existing contractual rights established prior to the adoption of this charter act or any amendment thereto.

Section 46. Submission of Act to Voters This charter act shall be submitted for acceptance to the registered voters of the town of Needham at the election next held following the passage of this charter act. The vote shall be taken by ballot in accordance with the provisions of the General Laws, so far as the same shall be applicable, in answer to the following question which shall be placed upon the official ballot to be used in said town at said election: -- "Shall an act passed by the General Court in the year two thousand and four, entitled 'An Act relative to the Revision of the Charter of the Town of Needham', be accepted?"

Upon its acceptance by a majority of the registered voters of said town voting thereon at said election, as aforesaid, this charter act shall take effect in the town of Needham on hundred and eighty-five (185) days following said election, as herein provided, but not otherwise." or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

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Article 61 Explanation: The Board of Selectmen recommends that Needham adopt a revision of the Town charter. The main features of the restructuring proposal include: replacing the position of Town Administrator with that of a Town Manager with greater appointing and supervisory authority; assigning responsibility to the Town Manager for initial preparation of a recommended town-wide budget each year; and regrouping the functions of the Permanent Public Building Committee and the Municipal Building Maintenance Board. This proposal will require both a charter change and a change in the Town's General By-laws. If the home rule petition to revise the charter is adopted by Town Meeting, it will be forwarded to the State Legislature for action. Proposed revisions to the General By-law would be presented to Town Meeting after the home rule petition is enacted.

ARTICLE 62: AMEND GENERAL BY-LAWS, CONTRACT PROCEDURES

To see if the Town will vote to amend Section 2, Sub-section 2.1.3 of the Town's General By-laws by adding a new category at the end of the second paragraph, as follows:

	<u>YEARS</u>
"Lease of Public Lands for the purpose of constructing low or moderate income housing by a non-profit or charitable institution	30;"
or take any other action relative thereto.	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 62 Explanation: The proposed revision to the By-law would allow the Town to authorize the lease of public land for the purpose of constructing low or moderate income housing by a non-profit or charitable organization for up to 30 years, inclusive of lease renewals. The current By-law caps the general lease of public land at ten years, inclusive of all renewals.

ARTICLE 63: SALE OR LEASE OF TOWN-OWNED LAND

To see if the Town will vote to authorize the Board of Selectmen to sell or lease a lot of land owned by the Town containing approximately 12,000 square feet and located at the intersection of Bancroft Street and Brookline Street, said land to be sold or leased to a non-profit organization for the purpose of construction of a low or moderate income housing structure; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 63 Explanation: The Board of Selectmen is evaluating a proposal made by Needham Interfaith Habitat for Humanity to construct a home on the property located at the corner of Brookline and Bancroft Streets. Details about the specific proposal will be available by Town Meeting.

ARTICLE 64: CITIZENS' PETITION: HOME RULE PETITION/PROPERTY TAX RELIEF

To see if the Town will vote to petition the General Court to enact a home rule petition precisely as provided below. The General Court may make clerical or editorial changes in form only to the bill.

Section 1. IN ADDITION TO THE PROVISIONS OF CHAPTER 59, SECTION 5 OF THE GENERAL LAWS OF THE COMMONWEALTH upon reaching his/her seventy-fifth (75th) birthday, an assessed owner of his/her primary residence located in the Town, who has been the assessed owner for not less than thirty (30) consecutive years, may claim an exemption from taxation on fifty (50) per cent of the assessed

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value of the land, building lot only, containing this residence. The exemption will be valid beginning with the fiscal year that follows the fiscal year in which the qualifying birthday falls.

Section 2. Any assessed owner claiming said exemption shall file application to the Assessors by January 1 for the fiscal year that starts on the following July 1, and said application must be made each year.

Section 3. Notwithstanding Section 1 of this Act, any residence that is also the residence of school-aged children does not qualify for the purposes of the Act.

Section 4. Notwithstanding Section 1 of this Act, no exemption shall exceed in dollar amount twenty-five (25) per cent of the average single-family property tax bill as determined by The Department of Revenue for the Town of Needham fiscal year then underway at the January 1 application date.

Section 5. An assessed owner of his/her primary residence, who is a surviving spouse of an assessed owner who qualified for the exemption in Section 1, shall also qualify for said exemption, provided he or she is not less than seventy-five (75) years of age prior to July 1 of the year for which the exemption pursuant to this Act is claimed, notwithstanding any other requirement of Section 1 of this Act, pass any vote or take any action relative thereto.

INSERTED BY: Citizens' Petition

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

ARTICLE 65: CITIZENS' PETITION: PURCHASE HYBRID/GASOLINE PASSENGER CARS THAT GET 40 MILES/GALLON FOR THE TOWN FLEET WHEN NEEDED

To see if the Town will vote to require the purchase of passenger cars, as replacements are needed in the Town fleet, that are classified as hybrid gas/electric vehicles, or other gasoline fueled vehicles that have EPA ratings of at least 40 miles per gallon (averaged between the city and highway driving figures).

INSERTED BY: Citizens' Petition

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

ARTICLE 66: CITIZENS' PETITION: FULLY CONSIDER CAPITAL AND OPERATING COSTS

To see if the Town will vote to ensure that when planning a new municipal or school district building, or a major building renovation, the Town's Capital Planning Committee and/or the Permanent Public Building Committee, shall fully consider the lifecycle costs to the Town of the building, giving equal consideration to debt service and operating costs, including future utility bills and environmental costs.

INSERTED BY: Citizens' Petition

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

ARTICLE 67: CITIZENS' PETITION: NEW MUNICIPAL CONSTRUCTION AND RENOVATION TO BE LEED SILVER CERTIFIED

To see if the Town will vote to require new construction and renovations to be LEED (Leadership Energy & Environmental Design) silver certified. It is the intent of the Town to reduce the lifecycle operating costs and increase the environmental efficiency of Town buildings, by adopting the goal that all construction of new Town buildings and major renovations and additions to existing Town buildings meet or exceed a Silver Certification based on the most current criteria of the Leadership in Energy and Environmental Design Green Building Rating System promulgated by the United States Green Building Council, or comparable scoring system. The Town shall include a minimum of LEED Silver Certification,

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or equivalent level in comparable building scoring system, as a required element in requests for proposal or bids it issues soliciting architectural design services for construction, major renovation, and addition to its buildings, unless the PPBC (Permanent Public Building Committee) makes the finding that such certification is not in keeping with the use or purpose of the building or is otherwise inappropriate.

INSERTED BY: Citizens' Petition

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

TOWN MEETING COMMITTEES

ARTICLE 68: CONTINUE COMMUNITY PRESERVATION ACT COMMITTEE

To see if the Town will continue the Community Preservation Act Committee, established by vote of the 2003 Annual Town Meeting under Article 68, to direct and authorize said Committee to study said Act and make recommendations as to local acceptance or other action regarding said Act, said Committee shall report back to the next Annual Town Meeting or sooner; or take any other action relative thereto.

INSERTED BY: Community Preservation Act Committee

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

ARTICLE 69: CONTINUE SOLID WASTE DISPOSAL/RECYCLING ADVISORY COMMITTEE

To see if the Town will vote to continue the Solid Waste Disposal/Recycling Advisory Committee, established by vote of the 1966 Annual Town Meeting under Article 73 and amended under Article 40 of the 1993 Annual Town Meeting, direct and authorize said Committee to continue to investigate all methods of collection and disposal of solid waste, said Committee to report to the next Annual Town Meeting or sooner; or take any other action relative thereto.

INSERTED BY: Solid Waste Disposal / Recycling Advisory Committee

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

ARTICLE 70: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least seven days before said meeting

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this Twenty-fourth day of February, 2004

Daniel P. Matthews, Chairman
James G. Healy, Vice Chairman
John A. Bulian
John H. Cogswell
Gerald A. Wasserman
Selectmen of Needham

a true copy
Attest:
Constable

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Reserve Fund Transfer Requests

Approved by the Finance Committee

Fiscal Year 2003

Department	Date	Amount
Board of Health	April 9, 2003	\$4,000
Board of Health	June 18, 2003	\$1,100
Department of Public Works - Snow & Ice	June 18, 2003	\$438,428
Fire Department	June 18, 2003	\$55,000
Legal	April 30, 2003	\$40,000
MBTA Parking	March 3, 2003	\$40,000
Municipal Building Maintenance Board	June 18, 2003	\$103,000
Needham Public Schools	April 2, 2003	\$68,564
Permanent Public Building Committee	March 26, 2003	\$36,000
Permanent Public Building Committee	June 18, 2003	\$250
Police Department	June 18, 2003	\$32,836
Zoning Board of Appeals	June 18, 2003	\$50
Total		\$819,228

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**GENERAL GOVERNMENT SALARY AND STAFFING SCHEDULE
Of Funded Full-Time Equivalent Positions
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	FUNDED FY2002	FUNDED FY2003	FUNDED FY2004	ANNUALIZED SALARY RANGE
<u>GENERAL GOVERNMENT</u>					
<u>Board of Selectmen</u>					
Town Administrator	Contract	1.00	1.00	1.00	\$106,641
Assistant to Town Administrator	NR-4	1.00	1.00	1.00	\$38,729 - \$50,602
Department Assistant 1	TS-1	1.13	1.13	1.13	\$24,169 - \$30,615
Department Assistant 2	TS-2	0.67	0.67	0.67	\$27,273 - \$34,549
Asst. Town Admin/Personnel Dir.	M-3	1.00	1.00	1.00	\$61,308 - \$76,828
Administrative Assistant	SS-3	1.00	1.00	1.00	\$29,341 - \$37,169
Administrative Specialist	SS-4	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$32,851 - \$41,615
Subtotal:		6.80	6.80	6.80	
<u>Town Clerk</u>					
Town Clerk	Elected	1.00	1.00	1.00	\$67,725
Assistant Town Clerk	NR-3	1.00	1.00	1.00	\$34,614 - \$46,155
Department Assistant 2	TS-2	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	\$27,273 - \$34,549
Subtotal:		4.00	4.00	4.00	
<u>Legal</u>					
Town Counsel	Sch C				\$58,695
<u>Personnel Board</u>					
Recording Secretary	Sch C				\$15.15/hour
<u>FINANCE</u>					
<u>Assessors</u>					
Administrative Assessor	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Asst. Administrative Assessor	PT-4	1.00	1.00	1.00	\$38,729 - \$50,602
Administrative Coordinator	TS-4	1.00	1.00	1.00	\$32,851 - \$41,615
Department Specialist	TS-3	2.00	2.00	2.00	\$29,341 - \$37,169
Department Assistant 2	TS-2	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	\$27,273 - \$34,549
Subtotal:		6.00	6.00	5.00	
<u>Finance Department</u>					
Asst Town Administrator/Finance Dir.	M-4	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$70,572-\$88,401
Subtotal:		1.00	1.00	1.00	
<u>Accounting</u>					
Town Comptroller	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Administrative Specialist	TS-4	2.00	2.00	2.00	\$32,851-\$41,615
Department Specialist	TS-3	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>	\$29,341-\$37,169
Subtotal:		3.80	3.80	3.80	
<u>Data Processing</u>					
Director, MIS	M-3	1.00	1.00	1.00	\$61,308 - \$76,828
Senior Network Administrator	PT-6	1.00	1.00	1.00	\$45,170 - \$59,016

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GIS/Database Administrator	PT-5	1.00	1.00	1.00	\$43,341 - \$55,750
Programmer/Computer Operator	PT-3	1.00	1.00	0.00	\$34,614 - \$46,155
Computer Operator	PT-1	1.00	1.00	1.00	\$28,854 - \$38,153
Network Administrator	PT-4	0.00	0.00	1.00	\$38,729 - \$50,602
Technical Support Specialist	PT-3	1.00	1.00	0.00	\$34,614 - \$46,155
PC Specialist	Sch C	<u>0.10</u>	<u>0.00</u>	<u>0.00</u>	\$31.37/hour
Subtotal:		6.10	6.00	5.00	

Treasurer

Treasurer/Collector	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Assistant Treasurer/Collector	NR-5	1.00	1.00	1.00	\$43,341 - \$55,750
Department Specialist	TS-3	2.00	2.00	2.00	\$29,341 - \$37,169
Department Specialist	SS-3	0.40	0.40	0.40	\$29,341 - \$37,169
Department Assistant 2	TS-2	1.00	1.00	1.00	\$27,273 - \$34,549
Department Assistant 1	SS-1	<u>0.47</u>	<u>0.47</u>	<u>0.47</u>	\$24,169 - \$30,615
Subtotal:		5.87	5.87	5.87	

Finance Committee

Finance Comm. Exec. Secretary	Sch C				\$25,000
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Retirement

Senior Admin. Coordinator	TS-5	1.00	1.00	0.00	\$35,914 - \$45,495
Retirement Specialist	PT-4	0.00	0.00	1.00	\$38,729 - \$50,602
Department Specialist	TS-3	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$29,341 - \$37,169
Subtotal:		2.00	2.00	2.00	

PUBLIC SAFETY

Police Department

Chief	Contract	1.00	1.00	1.00	\$91,760
Lieutenant	P-3	3.00	3.00	3.00	\$53,251 - \$67,621
Sergeant	P-2	8.00	8.00	8.00	\$46,003 - \$53,455
Police Officer	P-1	37.00	37.00	37.00	\$35,884 - \$43,262
Animal Control Officer	PB-1	1.00	1.00	1.00	\$32,369 - \$42,954
Administrative Specialist	TS-4	1.00	1.00	1.00	\$32,851 - \$41,615
Maintenance Worker/Custodian	NR-1	1.00	1.00	1.00	\$28,854 - \$38,153
Department Assistant 2	TS-2	2.00	2.00	2.00	\$27,273 - \$34,549
Public Safety Dispatcher	NR-1	3.00	3.00	3.00	\$28,854 - \$38,153
Parking Enforcement Attendant	SS-2	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$27,273 - \$34,549
Subtotal:		58.00	58.00	58.00	

Fire Department

Fire Chief	M-5	1.00	1.00	1.00	\$79,597 - \$99,744
Deputy Fire Chief Operations	F-4	1.00	1.00	1.00	\$57,381 - \$63,109
Deputy Fire Chief	F-4	4.00	4.00	4.00	\$57,381 - \$63,109
Fire Captain	F-3	2.00	2.00	2.00	\$53,492 - \$55,164
Fire Lieutenant	F-2	6.00	6.00	6.00	\$46,146 - \$50,751
Firefighter	F-1	53.00	53.00	53.00	\$36,006 - \$42,835
Asst., Super., Fire Alarm	FA-2	1.00	1.00	1.00	\$42,213 - \$50,775
Management Analyst	PT-5	1.00	1.00	1.00	\$48,355 - \$63,176
Administrative Assistant	TS-3	1.03	1.03	1.03	\$29,341 - \$37,169
Public Safety Dispatcher	NR-1	4.00	4.00	4.00	\$28,854 - \$38,153
Public Safety Dispatch Super.	NR-4	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$38,729 - \$50,602
Subtotal:		75.03	75.03	75.03	

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Building

Inspector of Buildings	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Inspector of Plumbing and Gas	NR-4	0.80	0.80	0.80	\$38,729 - \$50,602
Inspector of Wires	NR-4	0.80	0.80	0.80	\$38,729 - \$50,602
Local Building Inspector	NR-5	1.00	1.00	1.00	\$43,341 - \$55,750
Sealer of Weights and Measures	NR-4	0.25	0.25	0.25	\$38,729 - \$50,602
Administrative Specialist	TS-4	1.00	1.00	1.00	\$32,851 - \$41,615
Department Assistant 2	TS-2	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$27,273 - \$34,549
Subtotal:		5.85	5.85	5.85	

PUBLIC FACILITIES

Department of Public Works

Director	M-5	1.00	1.00	1.00	\$79,597 - \$99,744
Town Engineer	M-3	1.00	1.00	1.00	\$61,308 - \$76,828
Division Super. Water & Sewer	M-3	1.00	1.00	1.00	\$61,308 - \$76,828
Division Super. Highway	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Division Super. Parks	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Garage & Equipment Supervisor	M-1	1.00	1.00	1.00	\$48,768 - \$61,126
Division Super. Solid Waste	M-1	1.00	1.00	1.00	\$48,768 - \$61,126
Assistant Town Engineer	NR-6	1.00	1.00	1.00	\$45,170 - \$59,016
Contract Administrator	NR-6	1.00	1.00	1.00	\$45,170 - \$59,016
Administrative Services Manager	NR-5	1.00	1.00	1.00	\$43,341 - \$55,750
Assistant Superintendent	NR-5	4.00	4.00	3.00	\$43,341 - \$55,750
Water Treatment Facility Mgr	NR-5	1.00	1.00	1.00	\$43,341 - \$55,750
Civil Engineer	NR-4	1.00	1.00	1.00	\$38,729 - \$50,602
Survey Party Chief	NR-3	2.00	2.00	2.00	\$34,614 - \$46,155
Senior Draftsman	NR-2	2.00	2.00	2.00	\$33,220 - \$43,401
Senior Admin. Coordinator	TS-5	1.00	1.00	1.00	\$35,914 - \$45,495
Department Specialist	TS-3	2.00	2.00	2.00	\$29,341 - \$37,169
Department Assistant 2	TS-2	1.00	1.00	1.00	\$27,273 - \$34,549
Master Mechanic	W-7	1.00	1.00	1.00	\$18.10-\$21.48/hour
Public Works Inspector	W-7	2.00	2.00	2.00	\$18.10-\$21.48/hour
Chief Pumping Station Operator	W-7	1.00	1.00	1.00	\$18.10-\$21.48/hour
Working Foreman	W-6	9.00	9.00	9.00	\$17.52-\$20.78/hour
Public Works Technician	W-5	1.00	1.00	1.00	\$16.20-\$19.22/hour
Equipment Mechanic	W-5	3.00	3.00	3.00	\$16.20-\$19.22/hour
Pumping Station Operator	W-5	3.00	3.00	3.00	\$16.20-\$19.22/hour
HMEO	W-4	12.00	11.00	11.00	\$15.08-\$17.97/hour
Craftsworker	W-4	15.00	17.00	15.00	\$15.08-\$17.97/hour
Tree Climber	W-4	2.00	2.00	2.00	\$15.08-\$17.97/hour
Public Works Specialist	W-4	1.00	2.00	2.00	\$15.08-\$17.97/hour
Weighmaster	W-3	1.00	0.00	0.00	\$14.16-\$16.94/hour
Laborer 3	W-3	3.00	3.00	3.00	\$14.16-\$16.94/hour
Laborer 2	W-2	5.00	4.00	4.00	\$13.61-\$15.88/hour
Laborer 1	W-1	3.00	3.00	3.00	\$12.73-\$14.66/hour
Student Draftsman/Rodman	Sch C	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	\$11.75-\$13.93/hour
Subtotal:		88.00	88.00	84.00	

Municipal Building Maintenance Board

Director	M-4	1.00	1.00	1.00	\$70,572 - \$88,401
Supervisor of Custodial Services	NR-5	1.00	1.00	1.00	\$43,341 - \$55,750
Administrative Specialist	TS-4	1.00	1.00	1.00	\$32,851 - \$41,615
Department Specialist	TS-3	0.53	0.53	0.53	\$29,341 - \$37,169
Senior Building Custodian	T-10	1.00	0.00	0.00	
Senior Custodian 1	BC-2	9.00	9.00	9.00	\$30,829-\$36,278

2004 ANNUAL TOWN MEETING WARRANT

Senior Custodian 2	BC-3	1.00	3.00	3.00	\$32,373-\$38,095
Custodian	BC-1	27.30	30.30	27.80	\$27,978-\$32,923
Warehouse Person	BT-1	1.00	1.00	0.50	\$32,671-\$38,445
Craftsman	AC-5	1.00	1.00	1.00	\$39,478-\$44,817
HVAC Technician	BT-3	1.00	1.00	1.00	\$39,541-\$46,530
Carpenter	BT-2	1.00	1.00	1.00	\$35,937-\$42,289
General Maintenance Worker	AC-3	1.00	0.00	0.00	
Craftsworker	BT-2	2.00	3.00	2.00	\$35,937-\$42,289
Plumber	BT-3	1.00	1.00	1.00	\$39,541-\$46,530
Electrician	BT-3	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$39,541-\$46,530
Subtotal:		50.83	54.83	50.83	

Permanent Public Building Comm.

Bldg. Construction/Renov. Mgr.	M-3	1.00	1.00	1.00	\$61,308 - \$76,828
Committee Secretary	SS-3	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	\$29,341 - \$37,169
Subtotal:		1.25	1.25	1.25	

HUMAN SERVICES

Board of Health

Director	M-3	1.00	1.00	1.00	\$61,308 - \$76,828
Environmental Health Agent	PT-5	1.12	1.12	1.12	\$43,341 - \$55,750
Public Health Nurse	PT-3	0.08	0.08	0.08	\$34,614 - \$46,155
Program Coordinator	NR-2	0.60	0.60	0.60	\$33,220 - \$43,401
Public Health Nurse	PT-5	1.26	1.26	1.26	\$43,341 - \$55,750
Administrative Specialist	TS-4	1.00	1.00	1.00	\$32,851 - \$41,615
Department Assistant 2	SS-1	0.40	0.40	0.40	\$24,169 - \$30,615
Animal Inspector	Sch C				2,000/year
Seasonal Packer/Driver	Sch C				\$10.71/hour
Recording Secretary	Sch C	-	-	-	\$15.15/hour
Subtotal:		5.46	5.46	5.46	

0.03077

Veterans Services

Director	M-1	0.53	0.53	0.53	\$48,768 - \$61,126
Department Specialist	TS-3	<u>0.53</u>	<u>0.53</u>	<u>0.53</u>	\$29,341 - \$37,169
Subtotal:		1.06	1.06	1.06	

Youth Commission

Director	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Social Worker	PT-3	2.00	2.00	2.00	\$34,614 - \$46,155
Administrative Assistant	TS-3	<u>0.80</u>	<u>0.80</u>	<u>0.68</u>	\$29,341 - \$37,169
Subtotal:		3.80	3.80	3.68	

Council on Aging

Executive Director	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Associate Director	PT-4	1.00	1.00	1.00	\$38,729 - \$50,602
Outreach Worker	PT-2	0.25	0.25	0.25	\$33,220 - \$43,401
Social Worker	PT-3	1.00	1.00	1.00	\$34,614 - \$46,155
Department Assistant 2	TS-2	0.50	0.50	0.00	\$27,273 - \$34,549
Program Coordinator	NR-2	0.80	0.80	0.80	\$33,220 - \$43,401
Building Monitor	Sch C	0.00	0.00	0.50	\$9.28/hour
Recording Secretary	Sch C	-	-	-	\$15.15/hour
Subtotal:		4.55	4.55	4.55	

DEVELOPMENT

2004 ANNUAL TOWN MEETING WARRANT

Planning Board

Director	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Assistant Planning Director	NR-3	1.00	1.00	1.00	\$34,614 - \$46,155
Recording Secretary	Sch C	-	-	-	\$15.15/hour
Subtotal:		2.00	2.00	2.00	

Conservation Commission

Conservation Officer	NR-3	0.70	0.70	0.70	\$34,614 - \$46,155
Subtotal:		0.70	0.70	0.70	

CULTURE AND LEISURE SERVICES

Library

Director	M-3	1.00	1.00	1.00	\$61,308 - \$76,828
Assistant Director	NR-6	1.00	1.00	1.00	\$45,170 - \$59,016
Reference Supervisor	NR-4	1.00	1.00	1.00	\$38,729 - \$50,602
Children's Supervisor	NR-4	1.00	1.00	1.00	\$38,729 - \$50,602
Tech. Services Supervisor	NR-4	1.00	1.00	1.00	\$38,729 - \$50,602
Reference Librarian/AV Specialist	NR-3	1.00	1.00	1.00	\$34,614 - \$46,155
Circulation Supervisor	SS-5	1.00	1.00	1.00	\$35,914 - \$45,495
Assistant Children's Librarian	SS-4	1.00	1.00	1.00	\$32,851 - \$41,615
Assistant Cataloger	SS-3	1.00	1.00	1.00	\$29,341 - \$37,169
Administrative Assistant	TS-3	0.00	0.00	0.00	\$29,341 - \$37,169
Administrative Specialist	TS-4	1.00	1.00	1.00	\$32,851 - \$41,615
Library Assistant	SS-2	6.16	6.16	6.00	\$27,273 - \$34,549
Reference Librarian PT	NR-2	2.48	2.48	1.97	\$33,220 - \$43,401
Subtotal:		18.64	18.64	17.97	

Park & Recreation

Director	M-2	1.00	1.00	1.00	\$56,722 - \$71,111
Assistant Director	PT-4	1.00	1.00	1.00	\$38,729 - \$50,602
Administrative Specialist	TS-4	1.00	1.00	1.00	\$32,851 - \$41,615
Department Assistant 2	TS-2	1.00	1.00	1.00	\$27,273 - \$34,549
Subtotal:		4.00	4.00	4.00	

Totals		354.74	358.64	347.85	
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2004 ANNUAL TOWN MEETING WARRANT

NEEDHAM PUBLIC SCHOOLS SALARY AND STAFFING SCHEDULE FY04

<i>CLASSIFICATION</i>	NUMBER OF FTE	SALARY MINIMUM	SALARY MAXIMUM
Superintendent	1.00		141,900
Central Administrators	3.00	91,844	106,965
Director of Financial Operations	1.00		84,564
High School Principal	1.00	91,844	109,104
Middle School Principal	1.00	89,604	104,725
Elementary Principal	5.00	78,404	93,524
High School Asst. Principal	2.00	69,708	92,599
M.S. House Administrator	3.00	65,001	87,654
Elementary Asst. Principal	1.50	56,637	78,719
Director	5.00	65,001	87,654
Director of Special Education	3.00	65,001	87,654
Department Chairs	3.40	59,760	83,721
Teacher	365.82	35,386	71,920
Nurse	7.25	35,386	56,752
Instructional Assistants	58.34	13.48/hour	22.98/hour
Permanent Substitute			\$89.74/day
Network Administrator	1.00	54,603	62,314
School Office Assistants	10.41	9.23/hour	12.54/hour
Mail Carrier/Production Center	1.00	14.05/hour	17.36/hour
Secretary	37.65	14.05/hour	24.19/hour
Grants Coordinator	0.49		33,360
Administrative Assistant	1.00	39,152	55,804
Bus Driver	0.84		17.99/hour
Transportation Coordinator	0.50	21,901	27,694
Budget Analyst	<u>1.00</u>	40,707	50,820
Totals	515.20		

DEBT

APPENDIX

DEBT
APPENDIX
A

2004 ANNUAL TOWN MEETING WARRANT

TOWN OF NEEDHAM DEBT SERVICE SUMMARY - Appendix A

Issued, Authorized and Pending

Project	T M Vote	APPR.	Amount	Issued	Final Maturity	Rate
GENERAL FUND Within the Levy Limit						
ENTERPRISE FUND RTS, Sewer and Water (Prior to Offsets)						
DEBT EXCLUDED (Prior to Offsets)						
TOTAL (Prior to Offsets)						

GENERAL FUND DEBT WITHIN THE LEVY LIMIT

Community Septic Management Program	May-1997	\$200,000	\$85,894	09-Dec-1999	Aug-2019	Zero
Stormwater Management Program (MWPA 98- May-1998	May-1998	NA	\$422,874	28-Sep-2001	Aug-2019	(see note)
Computer Equipment	May-1993	\$600,000	\$600,000	15-Sep-1993	Aug-2003	3.78%
Fire Truck	May-1992	\$425,000	\$425,000	15-May-1996	May-2006	4.74%
Voting Machines	May-1994	\$80,000	\$80,000	15-May-1996	May-2004	4.66%
Technology Upgrade	May-1998	\$60,000	\$55,000	15-Jun-1999	Jun-2004	4.81%
DPW Vehicles	May-1998	\$469,500	\$191,200	15-Jun-1999	Jun-2004	4.81%
Fire Truck #2	May-1998	\$300,000	\$300,000	15-Jun-1999	Jun-2009	4.45%
Sidewalk Repairs	May-1998	\$65,000	\$65,000	15-Jun-1999	Jun-2004	4.87%
DPW Roof	May-1998	\$275,000	\$274,000	15-Jun-1999	Jun-2009	4.47%
Sidewalk Ramps	May-1998	\$50,000	\$50,000	15-Jun-1999	Jun-2004	4.78%
Chestnut Street Parking Lot	Nov-1998	\$425,000	\$395,800	15-Jun-1999	Jun-2004	4.80%
Telephone System	May-1998	\$300,000	\$246,300	15-Jun-2000	Jun-2004	4.75%
Hospital	Nov-1992	\$315,000	\$315,000	15-Feb-1993	Nov-2004	4.44%
Technology - GIS	May-2000	\$236,000	\$114,700	15-May-2003	Nov-2005	1.92%
Road & Intersection Improvements	May-2000	\$900,000	\$800,000	15-May-2003	Nov-2005	1.94%
Rosemary Pool Repairs	May-2001	\$300,000	\$150,000	15-May-2003	Nov-2006	1.98%
Newman School Repairs	Nov-1992	\$100,000	\$100,000	15-Sep-1993	Aug-2003	3.78%
Needham Public School Repairs	May-1995	\$687,536	\$527,000	15-Jun-1996	May-2006	4.74%

DEBT SERVICE BUDGET 2004	RECOMMENDED 2008	ESTIMATE 2006	ESTIMATE 2007	ESTIMATE 2008	ESTIMATE 2009
\$2,672,860	\$2,211,382	\$2,216,641	\$1,686,274	\$1,489,351	\$1,408,435
\$2,451,972	\$2,410,611	\$2,509,548	\$2,045,214	\$1,792,221	\$1,747,939
\$3,418,503	\$3,547,322	\$4,760,325	\$6,720,087	\$6,359,000	\$6,408,000
\$8,543,335	\$8,169,315	\$9,486,514	\$10,451,575	\$9,640,572	\$9,564,374
\$8,901	\$8,695	\$8,483	\$8,250	\$7,999	\$7,759
\$40,113	\$39,630	\$39,138	\$38,637	\$38,122	\$37,594
\$34,619	PAID				
\$45,860	\$43,940	\$41,980	PAID		
\$10,480	PAID				
\$10,400	PAID				
\$36,400	PAID				
\$37,650	\$36,450	\$35,213	\$33,953	\$32,663	\$31,350
\$10,400	PAID				
\$36,575	\$30,375	\$29,344	\$28,294	\$27,219	\$26,125
\$10,400	PAID				
\$78,000	PAID				
\$52,375	PAID				
\$28,186	\$26,906	PAID			
\$51,373	\$31,000	\$35,350	PAID		
\$314,250	\$309,000	\$303,000	PAID		
\$27,688	\$32,200	\$41,500	\$55,550	PAID	
\$10,205	PAID				
\$57,325	\$54,925	\$52,475	PAID		

Issued, Authorized and Pending

Project	T M Vote	APPR.	Amount	Issued	Final Maturity	Rate
Pollard Middle School AV System	May-1995	\$457,400	\$457,000	15-Jun-1996	May-2006	4.75%
Newman School Repairs	SPEC 1996	\$360,000	\$360,000	15-Jun-1997	Jun-2007	4.55%
Modular Classrooms	SPEC 1997	\$223,000	\$223,000	15-Jun-1997	Jun-2007	4.50%
Newman School HVAC	MAY 1995	\$687,536	\$160,000	15-Jun-1997	Jun-2007	4.54%
Mitchell School Roof	May-1997	\$210,000	\$190,000	15-Jun-1998	Jun-2004	3.97%
High School Roof	May-1998	\$860,000	\$805,000	15-Jun-1999	Jun-2009	4.38%
High School Exterior Repairs	May-1998	\$210,000	\$210,000	15-Jun-1999	Jun-2004	4.80%
Hillside School Boiler	May-1998	\$200,000	\$200,000	15-Jun-1999	Jun-2004	4.78%
Elementary School Roofs	May-1998	\$60,000	\$60,000	15-Jun-1999	Jun-2004	4.86%
High School Roof - Gym	Nov-1998	\$210,000	\$171,900	15-Jun-1999	Jun-2009	4.49%
Needham Public School Improvements	May-1999	\$325,000	\$313,000	15-Jun-2000	Jun-2005	4.80%
High School General Repairs	Feb-2001	\$750,000	\$750,000	15-May-2003	Nov-2009	2.12%
Hillside School Fire Alarm System	Nov-2001	\$125,000	\$105,000	15-May-2003	Nov-2005	1.93%
High School HVAC	Nov-2001	\$330,000	\$330,000	15-May-2003	Nov-2008	2.03%
Pollard Middle - Modular Classrooms	Nov-2001	\$1,712,000	\$1,712,000	15-May-2003	Nov-2010	2.33%
High School HVAC	May-2002	\$350,000	\$350,000	15-May-2003	Nov-2007	1.98%
Needham Public School Computers	May-1993	\$130,000	\$130,000	15-Sep-1993	Aug-2003	3.78%
Needham Public School Technology	May-1998	\$200,000	\$200,000	15-Jun-1999	Jun-2004	4.78%
Needham Public School Equipment	May-1999	\$365,000	\$335,700	15-Jun-2000	Jun-2005	4.82%
Needham Public School Technology	May-1999	\$263,000	\$242,000	15-Jun-2000	Jun-2005	4.77%
Needham Public School Technology	May-1999	\$263,000	\$11,000	15-May-2003	Nov-2003	1.50%
Authorized Not Yet Issued & Short Term Costs	Various - See Appendix B for List			Pending	Various	6.00%
Proposed Authorizations for 2004 ATM	Pending - See Appendix B for List					6.00%

TOTAL - General Fund Within the Levy Limit

DEBT SERVICE BUDGET 2004	RECOMMENDED 2005	ESTIMATE 2006	ESTIMATE 2007	ESTIMATE 2008	ESTIMATE 2009
\$51,593	\$49,433	\$47,228	PAID		
\$61,568	\$59,228	\$56,836	\$54,418	PAID	
\$33,619	\$22,269	\$18,349	\$12,558	PAID	
\$28,949	\$27,824	\$19,674	\$18,837	PAID	
\$98,800	PAID				
\$71,700	\$144,900	\$139,950	\$134,910	\$129,750	\$104,500
\$41,600	PAID				
\$41,600	PAID				
\$10,400	PAID				
\$18,825	\$18,225	\$17,606	\$16,976	\$16,331	\$15,675
\$64,350	\$31,500	PAID			
\$163,656	\$111,531	\$109,531	\$107,531	\$105,531	\$128,203
\$41,600	\$40,900	\$25,250	PAID		
\$61,000	\$60,038	\$53,988	\$52,988	\$51,988	\$70,744
\$261,928	\$206,475	\$202,975	\$224,225	\$220,225	\$235,888
\$76,125	\$74,900	\$73,500	\$72,100	\$70,700	PAID
\$13,267	PAID				
\$41,600	PAID				
\$71,338	\$68,250	PAID			
\$42,400	\$10,500	PAID			
\$11,083	PAID				
\$464,662	\$672,290	\$523,190	\$500,090	\$476,990	\$453,890
Not Applicable	Not Applicable	\$342,083	\$326,958	\$311,833	\$296,708
\$2,672,860	\$2,211,382	\$2,216,641	\$1,686,274	\$1,489,351	\$1,408,435

TOWN OF NEEDHAM DEBT SERVICE SUMMARY - Appendix A

Issued, Authorized and Pending

Project	T M Vote	APPR.	Amount	Issued	Final Maturity	Rate
RTS ENTERPRISE FUND						
Recycling Center	Nov-1995	\$135,000	\$135,000	15-May-1996	May-2006	4.72%
Recycling Center	May-1993	\$318,000	\$318,000	15-May-1996	May-2006	4.72%
Recycling Center - Road	Nov-1995	\$225,000	\$225,000	15-Jun-1996	May-2006	4.74%
Recycling Center - Expansion	Nov-1995	\$807,000	\$807,000	15-Jun-1997	Jun-2007	4.53%
Equipment - Transfer Trailer	May-1998	\$469,500	\$87,800	15-Jun-1999	Jun-2004	4.84%
Retaining Wall Repairs	May-2000	\$150,000	\$150,000	15-Jun-2001	Jun-2006	4.00%
Authorized Not Yet Issued & Short Term Costs	Various - See Appendix B for List			Pending	Various	6.00%
Proposed Authorizations for 2004 ATM	Pending - See Appendix B for List					6.00%
TOTAL - RTS Enterprise						

SEWER ENTERPRISE FUND

Sewer - MWPAT 97-13 (AREA 19-1)	May-1996	NA	\$91,400	09-Dec-1998	Aug-2018	(see note)	\$7,570	\$7,406	\$7,340	\$7,249	\$7,131	\$7,026
Sewer - MWPAT 97-33 - Master Plan	May-1996	NA	\$243,300	09-Dec-1998	Aug-2018	(see note)	\$20,038	\$19,802	\$19,558	\$19,249	\$19,069	\$18,817
Sewer - MWPAT 98-10 - Webster Street	May-1996	NA	\$175,500	09-Dec-1998	Aug-2018	(see note)	\$14,467	\$14,263	\$14,133	\$13,964	\$13,744	\$13,546
Sewer - MWPAT 97-63 - Marked Tree Road	May-1996	NA	\$1,261,272	25-Oct-2000	Aug-2018	(see note)	\$113,207	\$111,842	\$110,532	\$109,142	\$107,749	\$106,325
Sewer System Improvements MWPAT 95-01	May-1992	NA	\$310,656	01-Aug-2001	Feb-2015	(see note)	\$32,560	\$32,577	\$32,494	\$32,559	\$32,598	\$32,169
Sewer System Repairs and Updates	May-1989	\$675,000	\$165,000	15-Sep-1993	Aug-2003	3.78%	\$16,838	PAID				
Sewer System Repairs and Updates	May-1992	\$250,000	\$250,000	15-Jun-1996	May-2006	4.75%	\$28,663	\$27,463	\$26,238	PAID		
Sewer System Repairs and Updates	May-1993	\$250,000	\$250,000	15-Jun-1996	May-2006	4.75%	\$28,663	\$27,463	\$26,238	PAID		
Sewer System Repairs and Updates	May-1994	\$700,000	\$600,000	15-Jun-1996	May-2006	4.75%	\$68,790	\$65,910	\$62,970	PAID		
Great Plain Avenue Pump Station	May-1995	\$650,000	\$650,000	15-Jun-1996	May-2006	4.75%	\$74,523	\$71,403	\$68,218	PAID		
Sewer System EPA Stormwater	May-1996	\$100,000	\$100,000	15-Jun-1998	Jun-2004	3.97%	\$52,000	PAID				
Sewer System Designs	May-1997	\$150,000	\$143,500	15-Jun-1998	Jun-2004	3.91%	\$5,200	PAID				
Sewer System Designs (Area 19-1)	Oct-1996	\$175,000	\$25,500	15-Jun-1999	Jun-2004	4.79%	\$5,200	PAID				

DEBT SERVICE BUDGET 2004	RECOMMENDED 2005	ESTIMATE 2006	ESTIMATE 2007	ESTIMATE 2008	ESTIMATE 2009
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\$11,465	\$10,985	\$10,495	PAID		
\$34,395	\$32,955	\$31,485	PAID		
\$22,330	\$21,370	\$20,390	PAID		
\$112,200	\$118,015	\$123,277	\$113,022	PAID	
\$15,600	PAID				
\$33,600	\$32,400	\$31,200	PAID		
\$28,172	\$676	PAID			
Not Applicable	Not Applicable	\$94,550	\$89,975	\$85,400	\$80,825
\$258,362	\$217,001	\$311,997	\$202,997	\$85,400	\$80,825

\$7,570	\$7,406	\$7,340	\$7,249	\$7,131	\$7,026
\$20,038	\$19,802	\$19,558	\$19,249	\$19,069	\$18,817
\$14,467	\$14,263	\$14,133	\$13,964	\$13,744	\$13,546
\$113,207	\$111,842	\$110,532	\$109,142	\$107,749	\$106,325
\$32,560	\$32,577	\$32,494	\$32,559	\$32,598	\$32,169
\$16,838	PAID				
\$28,663	\$27,463	\$26,238	PAID		
\$28,663	\$27,463	\$26,238	PAID		
\$68,790	\$65,910	\$62,970	PAID		
\$74,523	\$71,403	\$68,218	PAID		
\$52,000	PAID				
\$5,200	PAID				
\$5,200	PAID				

Project	T M Vote	APPR.	Amount	Issued	Final Maturity	Rate
Webster Street Sewers	May-1997	\$42,000	\$4,989	15-Jun-1999	Jun-2004	4.96%
Webster Street Sewers	May-1997	\$217,000	\$39,511	15-Jun-1999	Jun-2004	4.78%
Equipment	May-1998	\$469,500	\$99,500	15-Jun-1999	Jun-2004	4.87%
West Street Force Main	May-1998	\$1,194,000	\$881,800	15-Jun-1999	Jun-2019	4.83%
West Street Pumping Station	May-1998	\$2,250,000	\$1,939,000	15-Jun-1999	Jun-2019	4.83%
West Street Pumping Station	May-1998	\$2,250,000	\$35,700	15-Jun-2000	Jun-2005	4.82%
Sewer Rehab Designs - Carol/Frank/Newman	Nov-2000	\$880,000	\$333,685	20-Sep-2001	Aug-2006	
Sewer Rehab Designs - Carol/Frank/Newman	Nov-2000	\$880,000	\$71,300	15-May-2003	Nov-2004	1.66%
Sewer System Rehab - Sportsmen's Pond Area	May-2001	\$130,000	\$55,000	15-May-2003	Nov-2004	1.89%
Sewer Pump Station - Richardson Drive	May-2001	\$100,000	\$100,000	15-May-2003	Nov-2006	1.97%
Sewer System Rehab Design	May-2001	\$150,000	\$50,000	15-May-2003	Nov-2004	1.88%
Sewer System Designs (Area 19-1)	Oct-1996	\$175,000	\$1,000	15-May-2003	Nov-2003	1.50%
Authorized Not Yet Issued & Short Term Costs	Various - See Appendix B for List			Pending	Various	6.00%
Proposed Authorizations for 2004 ATM	Pending - See Appendix B for List					6.00%
TOTAL - Sewer Enterprise						

WATER ENTERPRISE FUND DEBT

Water System Repairs and Improvements	May-1992	\$700,000	\$700,000	15-Sep-1993	Aug-2003	3.77%
Water System Repairs and Improvements	May-1993	\$500,000	\$200,000	15-Jun-1996	May-2006	4.75%
Water System Repairs and Improvements	May-1994	\$500,000	\$500,000	15-Jun-1996	May-2006	4.75%
Water Treatment Facility	Nov-1997	\$3,635,000	\$37,592	20-May-1999	May-2004	ZERO
Water Treatment Facility	May-1996	\$3,000,000	\$2,665,000	15-Jun-1999	Jun-2019	4.83%
Water Treatment Facility	Nov-1997	\$3,635,000	\$3,090,000	15-Jun-1999	Jun-2019	4.83%
Water System Equipment	May-1998	\$469,500	\$79,500	15-Jun-1999	Jun-2004	4.80%
Water Treatment Facility	Nov-1997	\$3,635,000	\$265,500	15-Jun-2000	Jun-2005	4.86%

2004 ANNUAL TOWN MEETING WARRANT

TOWN OF NEEDHAM DEBT SERVICE SUMMARY - Appendix A

Issued, Authorized and Pending

Project	T/M Vote	APPR	Amount	Issued	Final Maturity	Rate	DEBT SERVICE BUDGET 2004	RECOMMENDED 2005	ESTIMATE 2006	ESTIMATE 2007	ESTIMATE 2008	ESTIMATE 2009
Broadmeadow Water System Improvement	Nov-2000	\$400,000	\$257,304	19-Jul-2001	Aug-2011	ZERO	\$25,730	\$25,730	\$25,730	\$25,730	\$25,730	\$25,730
Water Systems - Fire Flow Improvements	May-2000	\$165,000	\$95,000	15-May-2003	Nov-2004	1.72%	\$75,963	\$20,200 PAID				
Water Main Designs - Broad Meadow Rd	May-2000	\$60,000	\$20,000	15-May-2003	Nov-2003	1.50%	\$20,150 PAID					
Water Mains - Broad Meadow Rd	Nov-2000	\$400,000	\$110,000	15-May-2003	Nov-2006	1.90%	\$61,450	\$20,800	\$20,400	\$10,100 PAID		
Water System Rehabilitation	May-2001	\$665,000	\$665,000	15-May-2003	Nov-2009	2.12%	\$151,963	\$149,513	\$126,913	\$65,113	\$73,813	\$72,369
Authorized Not Yet Issued & Short Term Costs	Various - See Appendix B for List			Pending	Various	6.00%	\$87,675	\$277,589	\$322,710	\$310,110	\$297,510	\$284,910
Proposed Authorizations for 2004 ATM	Pending - See Appendix B for List					6.00%	Not Applicable	Not Applicable	\$81,685	\$77,733	\$73,780	\$69,828
TOTAL - Water Enterprise							\$1,105,601	\$1,105,601	\$1,102,495	\$945,508	\$926,805	\$907,435
GENERAL FUND DEBT EXCLUSIONS												
Wiswall Land Acquisition	Nov-2000	\$2,000,000	\$1,930,000	15-Jun-2001	Jun-2011	4.00%	\$256,600	\$248,800	\$241,000	\$233,200	\$220,400	\$212,800
Pollard Middle School Renovations	May-1992	\$6,995,000	\$6,444,000	15-Feb-1993	Nov-2004	4.26%	\$79,189	\$75,594 PAID				
Newman School Renovations	Oct-1996	\$5,750,000	\$3,800,000	15-Jun-1997	Jun-2007	4.53%	\$485,090	\$486,865	\$487,315	\$486,623 PAID		
Newman School Renovations	Oct-1996	\$5,750,000	\$152,000	15-Jun-2000	Jun-2005	4.83%	\$32,925	\$31,500 PAID				
High Rock School Repairs	May-2000	\$207,000	\$125,000	15-Jun-2001	Jun-2006	4.00%	\$28,000	\$27,000	\$26,000 PAID			
High School Renovations	May-2000	\$5,350,000	\$5,350,000	15-Jun-2001	Jun-2011	4.00%	\$706,200	\$684,800	\$663,400	\$642,000	\$620,600	\$599,200
Newman School Renovations	May-2000	\$400,000	\$182,500	15-Jun-2001	Jun-2006	4.00%	\$44,000	\$32,400	\$31,200 PAID			
Broadmeadow School Renovations	May-2000	\$15,550,000	\$14,000,000	01-Nov-2003	Nov-2023	4.09%	\$263,550	\$1,216,600	\$1,195,600	\$1,176,350	\$1,158,850	\$1,136,100
Authorized Not Yet Issued & Short Term Costs	See Appendix B for List			Pending	Various	6.00%	\$1,522,949	\$743,763	\$2,115,810	\$4,181,914	\$4,359,150	\$4,459,900
Proposed Authorizations for 2004 ATM	See Appendix B for List					6.00%	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
TOTAL - Debt Exclusion							\$3,418,503	\$3,547,322	\$4,760,325	\$6,720,087	\$6,359,000	\$6,408,000

T.M. VOTE = the month and year Town Meeting appropriated and authorized the project (Pending = article(s) has (have) not yet been acted upon by Town Meeting).

Amount = the value of the bond that was issued or is expected to be issued.

Issued = the month and year that the bond was issued (PENDING = bond has not yet been issued as of the printing date of this schedule; NA = financing will be done with a note only, no permanent bond will be issued).

Final Maturity = the month and year of the last principal payment is to be made.

Rate = the average rate of interest paid on the bond during the amortization period; pending issues are assumed at 6% for planning purposes

Bonds financed through the MWPAT do carry a rate of interest, but due to the unique financing program the interest rate is not calculated. In most instances the Town repays less than it had borrowed from the MWPAT.

DEBT
APPENDIX
B

2004 ANNUAL TOWN MEETING WARRANT

TOWN OF NEEDHAM DEBT SUMMARY TABLE - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T.M. Vote	Article	Open or Requested Authorization
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OPEN GENERAL FUND PROJECTS FUNDED WITHIN THE LEVY LIMIT

Equipment - DPW	May-1998	51	\$11,500
Equipment - Fire Truck Quint	Nov-2002	5	\$100,000
Parking Lot Dedham Avenue	Nov-2002	14	\$180,000
Police/Fire Complex & Station #2 Repairs	May-2003	37	\$500,000
Pool Repair - Rosemary	May-2001	64	\$90,000
Road Improvements - Parish, Hillcrest & Highgate	May-1999	51	\$204,200
Road & Intersection Improvements	May-2001	43	\$935,000
Road & Intersection Improvements	May-2003	43	\$500,000
Rosemary Pool Complex - Design	May-2000	63	\$75,000
Technology - GIS	May-2000	45	\$121,300
Telephone System Upgrade	May-1998	64	\$53,700
TOTAL			\$2,770,700

PROPOSED GENERAL FUND PROJECTS FOR THE 2004 ATM TO BE FUNDED WITHIN THE LEVY LIMIT

Fire Engine Purchase	Pending		\$365,000
Road Improvement & Repair	Pending		\$885,000
Sidewalk Surfacing & Repair	Pending		\$250,000
TOTAL			\$1,500,000

OPEN RTS ENTERPRISE FUND PROJECTS

Landfill Closure	May-1997	54	\$143,000
TOTAL			\$143,000

PROPOSED RTS ENTERPRISE FUND PROJECTS FOR THE 2004 ATM

Wood Grinder	Pending		\$249,500
Transfer Trailer & Staging Pad	Pending		\$55,000
TOTAL			\$304,500

OPEN SEWER ENTERPRISE FUND PROJECTS

Sewer - Main/Interceptor - West St.	May-1998	59	\$31,441
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TOWN OF NEEDHAM DEBT SUMMARY TABLE - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T.M. Vote	Article	Open or Requested Authorization
Sewer Rehab	Nov-2000	14	\$188,831
Sewer System Rehab Design	May-2001	47	\$100,000
Sewer System Rehab - Sportsmen's Pond	May-2001	45	\$75,000
Sewer Pump Station Design - Great Plain Ave.	Nov-2002	22	\$50,000
Sewer Pump Station Richardson Drive	Nov-2002	20	\$500,000
Sewer System Rehab - I/I Work	May-2003	55	\$1,000,000
Sewer Pump Station Design - Great Plain Ave.	May-2003	54	\$50,000
TOTAL			\$1,995,272

PROPOSED SEWER ENTERPRISE FUND PROJECTS FOR THE 2004 ATM

No New Authorizations Proposed for 2004 ATM

OPEN WATER ENTERPRISE FUND PROJECTS

Water Mains - Broad Meadow Rd	Nov-2000	13	\$20,000
Water Systems - Fire Flow Improvements	May-2000	56	\$40,000
Water Pumping Station Design - St. Mary's St.	Nov-2002	26	\$300,000
Water Service Connections	Nov-2002	23	\$50,000
Water System Designs - Webster St. area	Nov-2002	25	\$105,000
Water Main Kendrick Street Bridge	Nov-2002	24	\$115,000
Water System Rehab - Great Plain Ave. area	May-2003	50	\$535,000
Water System Rehab - Webster Street area	May-2003	51	\$900,500
TOTAL			\$2,065,500

PROPOSED WATER ENTERPRISE FUND PROJECTS FOR THE 2004 ATM

Water System Design - Warren & Garden Street area	Pending		\$151,500
Water Treatment Plant Computer Systems	Pending		\$112,000
TOTAL			\$263,500

OPEN GENERAL FUND PROJECTS FUNDED BY DEBT EXCLUSION

Eliot Elementary School	May-2000	32	\$13,622,000
Needham High School	May-2003	31	\$51,300,000

2004 ANNUAL TOWN MEETING WARRANT

TOWN OF NEEDHAM DEBT SUMMARY TABLE - Appendix B Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T.M. Vote	Article	Open or Requested Authorization
Needham Public Library	May-2003	30	\$15,700,000
TOTAL			\$80,622,000
PROPOSED GENERAL FUND PROJECTS FOR THE 2004 ATM TO BE FUNDED BY DEBT EXCLUSION			
No New Authorizations Proposed for 2004 ATM			\$0

SPECIAL TOWN MEETING

WARRANT



TOWN OF NEEDHAM

MONDAY, MAY 10, 2004

7:30 P. M.

NEWMAN ELEMENTARY SCHOOL

CENTRAL AVENUE

NEEDHAM

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Newman Elementary School:

MONDAY, THE TENTH OF MAY, 2004

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: AMEND ZONING BY-LAW – SCHEDULE OF USE REGULATIONS AND DIMENSIONAL REQUIREMENTS FOR COMMERCIAL DISTRICTS

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by revising the entry which reads in part “Apartment or multifamily dwelling”, so that it shall now read as follows (new language underlined):

“ <u>USE</u>	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Apartment or multifamily dwelling					
*Allowed on second floor only;					
** Allowed on second floor <u>and in half-story</u>					
<u>directly above second floor only;</u>					
consistent with density requirements for A-1	N	SP*	SP**	SP	SP”

2. In Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.3, Height Limitation, by revising the first paragraph thereof so that it shall read as follows (new language underlined):

“In a Business District, the limit of height of a building or structure shall be three (3) stories not to exceed forty (40) feet, provided that in no event shall any building contain more than three floors used for occupancy; in the Center Business District, the limit of height of a building or structure shall be two and one-half (2 1/2) stories not to exceed thirty-five (35) feet, provided that in no event shall any building contain more than two floors used for non-residential occupancy other than storage, residential occupancy being permitted on the second floor and in the half-story directly above the second floor consistent with the use and density requirements of Section 3.2.2.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 1 Explanation: At present, only the second floor of buildings in the Center Business District may be used for residential purposes, even though the by-Law allows buildings up to two and one-half stories high. This article would allow the use of the half-story above the second story for residential purposes through a change to the use table at Section 3.2 and the dimensional requirements at Section 4.4, but would keep all other height and density requirements intact.

ARTICLE 2: AMEND ZONING BY-LAW – MAXIMUM BUILDING BULK

To see if the Town will vote to amend the Needham Zoning By-Law, In Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.2, Maximum Building Bulk, by revising paragraph (b) thereof so that it shall read as follows (new language underlined):

“ b) Buildings and structures which are located on property in the Center Business District are not limited to the maximum lot coverage requirements of this Section 4.4.2 as specified in Table 1, but shall have a maximum floor area ratio of 1.0 or the floor area ratio in existence on January 1, 1990, whichever is greater. (See also Section 4.4.5). Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit in the Center Business District that exempts the floor area of an underground parking garage and the floor area of the underground portion of a building devoted in whole or in part to the parking of automobiles from being counted as floor area for purposes of determining maximum floor area ratio.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 2 Explanation: At present, underground parking areas are included in the calculation of floor area ratio. As a result, there is no incentive to create underground parking, as it would reduce the maximum size of the building above. This article would allow the Planning Board to grant a special permit to exempt underground parking areas from the calculation of floor area ratio in the Center Business District, where current parking is limited.

ARTICLE 3: FUND COLLECTIVE BARGAINING AGREEMENT - POLICE SUPERIOR OFFICERS

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Association, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 3 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT - FIRE UNITS A, B, AND C

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, Units A, B and C, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 4 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – SEIU/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the SEIU/DPW Union, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting; and to recommend amending the necessary line items in the 2004 Water Enterprise Fund budget adopted under Article 22 of the 2003 Annual Town Meeting, and amended under Article 10 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 10 of this Special Town Meeting; and to recommend amending the necessary line items in the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting, and amended under Article 11 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 11 of this Special Town Meeting; and to recommend amending the necessary line items in the fiscal year 2004 Solid Waste/Recycling Enterprise Fund Budget adopted under Article 24 of the 2003 Annual Town Meeting and proposed to be amended under Article 12 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 5 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT - AFSCME, COUNCIL 93, LOCAL 335 (CUSTODIANS AND MAINTENANCE WORKERS)

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and AFSCME, Council 93, Local 335, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the May 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 6 Explanation: The Town and the AFSCME Union have reached agreement on a collective bargaining agreement for fiscal years 2004 and 2005. If the Agreement is funded by Town Meeting, base wages will increase by 1% for fiscal year 2004 and 2.5% for fiscal year 2005. A summary of all provisions contained in the agreement will be distributed to Town Meeting Members at or before the Special Town Meeting.

ARTICLE 7: APPROPRIATE TO STABILIZATION FUND

To see if the Town will vote to raise, appropriate, and/or transfer a sum of money to the Stabilization Fund, as provided under M.G.L., Chapter 40, Section 5B, said sum to be transferred from line item 212 of the FY04 operating budget (Reserve Fund); or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 7 Explanation: The purpose of this article is to transfer funds into the Stabilization Fund.

ARTICLE 8: APPROPRIATE FOR PUBLIC SAFETY MATCHING GRANT

To see if the Town will vote to raise, appropriate, and/or transfer the sum of \$12,487 for the purpose of funding the Town's required contribution for the U.S. Department of Justice Office of Community Policing Services (COPS) grant award, said sum to be transferred from line item 212 of the FY04 operating budget (Reserve Fund); or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 8 Explanation: The Town has been awarded a federal grant from the Department of Justice for the COPS Homeland Security Overtime Program. The grant requires a town appropriation equal to 25% of the grant total which cannot come from funds previously budgeted for public safety operations. This overtime grant has helped defray some of the costs incurred due to the impact of homeland security activities and the loss of an officer to active duty. The town would have to forfeit the grant if it does not meet the required cash contribution; the expenses incurred would have been incurred even without the grant.

ARTICLE 9:**AMEND FISCAL YEAR 2004 OPERATING BUDGET**

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and amended under Article 9 of the Special Town Meeting held on November 12, 2003, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line</u>			
<u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
212	Reserve Fund	\$1,216,745	\$1,182,258
401	Police, Salaries	\$3,862,766	\$3,836,266
402	Police, Purchase of Service	\$61,300	\$64,800
403	Police, Department Expenses	\$130,935	\$153,935
405	Fire, Salaries	\$4,913,565	To Be Determined
406	Fire, Purchase of Service	\$51,385	\$58,385
407	Fire, Expenses	\$148,313	\$141,313
501	Public Works, Salaries	\$2,433,838	To Be Determined
506	Building Maintenance, Salaries	\$2,117,999	\$2,138,749
507	Building Maintenance Purchase	\$1,782,441	\$1,807,441
508	Building Maintenance Expenses	\$309,062	\$310,312

and that \$25,000 be transferred from the Insurance Proceeds Over \$20,000 account; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

ARTICLE 10:**AMEND FISCAL YEAR 2004 WATER ENTERPRISE FUND BUDGET**

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Water Enterprise Fund Budget adopted under Article 22 of the 2003 Annual Town Meeting, and amended under Article 10 of the November 12, 2003 Special Town meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

<u>Line</u>			
<u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
901	Salaries	\$780,664	\$754,664
902	Purchase of Service	\$330,752	\$393,752

and further that the amounts be funded through a transfer from Water Enterprise Fund retained earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 10 Explanation: In the event that a collective bargaining agreement is approved between the Town and the SEIU/DPW Union, the salary line item will need to be adjusted. The purchase of service line item is proposed to be adjusted partially through a transfer from the salary line item and partly through a transfer from retained earnings to fund the unanticipated need to redevelop the three wells at the Charles River Wellfield.

ARTICLE 11: AMEND FISCAL YEAR 2004 WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting, and amended under Article 11 of the November 12, 2003 Special Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

<u>Line</u>			
<u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
908	Salaries	\$485,880	To be determined

and further that the amounts be transferred from Wastewater Enterprise Fund retained earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 11 Explanation: In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted.

ARTICLE 12: AMEND FISACL YEAR 2004 SOLID WASTE/RECYCLING ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Solid Waste/Recycling Enterprise Fund Budget adopted under Article 24 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

<u>Line</u>			
<u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
915	Salaries	455,539	To Be Determined
916	Purchase of Service	879,700	937,700

and further that the items be funded by a transfer from the Solid Waste Enterprise Fund retained earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 12 Explanation: In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted. The Purchase of Service line item is recommended to be increased by \$58,000 to be transferred from retained earnings. The volume of solid waste processed by the RTS is expected to be significantly above the projection of 7,700 tons. This transfer will be at least partially offset by an associated increase in revenue.

ARTICLE 13: APPROPRIATE FOR POLICE/FIRE BUILDING REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate a sum of money for extraordinary building repairs at the Police and Fire Stations, to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow said sum under M.G.L. Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 14 Explanation: The May 2003 Annual Town Meeting appropriated \$500,000 for extraordinary repairs to the Police Station/Fire Station 1 and Fire Station 2. Engineers hired by the MBMB to develop the bid documents for this project determined that there is significant delamination of the concrete apparatus floor at Fire Station 2. The structural integrity of the apparatus floor that supports over 100,000 pounds of equipment may have been compromised. This article would increase the funding for the project to include repair of the concrete floor. Tests to determine the extent of the delamination and the scope of repairs are underway.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 14th day of April 2004.

James G. Healy
John A. Bulian
John H. Cogswell
Gerald A. Wasserman
Daniel P. Matthews

Selectmen of Needham

A TRUE COPY

Attest:

Constable:

**Town Clerk's Office
Needham, MA 02492**

**First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224**

ATTN: SPECIAL TOWN MEETING WARRANT

TOWN OF NEEDHAM



FISCAL YEAR 2004

TOWN CLERK'S RECORDS

OF THE

SPECIAL TOWN ELECTION

Tuesday, November 4, 2003

SPECIAL TOWN MEETING

Wednesday, November 12, 2003

SPECIAL STATE PRIMARY

Tuesday, February 3, 2004

PRESIDENTIAL PRIMARY

Tuesday, March 2, 2004

SPECIAL STATE ELECTION

Tuesday, March 2, 2004

ANNUAL TOWN ELECTION

Tuesday, April 13, 2004

ANNUAL TOWN MEETING

Monday, May 3, 2004

SPECIAL TOWN MEETING

Monday, May 10, 2004

TOWN OF NEEDHAM



FISCAL YEAR 2004

TOWN CLERK'S RECORDS

OF THE

SPECIAL TOWN ELECTION

Tuesday, November 4, 2003

SPECIAL TOWN MEETING

Wednesday, November 12, 2003

SPECIAL STATE PRIMARY

Tuesday, February 3, 2004

PRESIDENTIAL PRIMARY

Tuesday, March 2, 2004

SPECIAL STATE ELECTION

Tuesday, March 2, 2004

ANNUAL TOWN ELECTION

Tuesday, April 13, 2004

ANNUAL TOWN MEETING

Monday, May 3, 2004

SPECIAL TOWN MEETING

Monday, May 10, 2004

WARRANT ARTICLE INDEX

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RECORD OF THE SPECIAL TOWN ELECTION**Tuesday, November 4, 2003**

Pursuant to a Warrant issued by the Selectmen August 19, 2003 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the fourth day of November in the year 2003 at forty-five minutes after six o'clock in the forenoon for the purpose of voting on the following Proposition 2 ½ ballot question:

"Shall the Town of Needham be allowed to exempt from the provisions of Proposition two and one-half, so-called, the amounts required to pay for the bond issued in the principal amount not to exceed \$51,300,000 in order to provide architectural design, engineering, addition, construction, and/or reconstruction of the Needham High School?"

The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
 Precinct B - Hillside School - Gymnasium
 Precinct C - Newman School - Gymnasium
 Precinct D - High Rock School - Gymnasium
 Precinct E - Pollard Middle School - Room 226
 Precinct F - Stephen Palmer Community Room
 Precinct G - Broadmeadow School Performance Center
 Precinct H - Broadmeadow School Performance Center
 Precinct I- William Mitchell School - Gymnasium
 Precinct J- William Mitchell School - Gymnasium

The polls were opened at forty-five minutes after six o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

<u>PRECINCTS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
7:00 A.M.	3	1	8	14	12
8:00 A.M.	29	58	65	107	75
9:00 A.M.	60	113	154	170	165
10:00 A.M.	105	163	237	215	211
11:00 A.M.	226	219	282	275	262
12:00 NOON	268	290	320	324	308
1:00 P.M.	298	320	364	359	358
2:00 P.M.	346	370	408	411	413
3:00 P.M.	397	425	451	452	461
4:00 P.M.	441	456	495	510	544
5:00 P.M.	492	508	569	575	614
6:00 P.M.	564	559	633	670	695
7:00 P.M.	621	636	739	746	823
8:00 P.M.	677	699	810	818	922

<u>PRECINCTS</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
7:00 A.M.	14	10	0	15	7
8:00 A.M.	80	96	124	105	89
9:00 A.M.	179	177	251	202	181
10:00 A.M.	256	234	335	285	232
11:00 A.M.	308	268	373	355	277
12:00 NOON	359	324	428	393	322
1:00 P.M.	409	366	503	431	352
2:00 P.M.	452	420	569	477	394
3:00 P.M.	488	472	657	536	425
4:00 P.M.	500	538	680	614	470
5:00 P.M.	590	631	774	688	531
6:00 P.M.	690	730	800	808	611
7:00 P.M.	778	887	900	968	713
8:00 P.M.	867	987	1061	1059	768

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:06 P.M., November 4, 2003.

The total number of votes cast was as follows:

	<u>Total</u>
Precinct A	677
Precinct B	699
Precinct C	810
Precinct D	818
Precinct E	922
Precinct F	867
Precinct G	987
Precinct H	1061
Precinct I	1059
Precinct J	768

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST – 8,668
(46.34% of Registered Voters)

The result of the balloting was as follows:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	677	699	810	818	922	867	987	1061	1059	768	8,668

QUESTION #1 (Debt Exclusion: Needham High School)

“Shall the Town of Needham be allowed to exempt from the provisions of Proposition two and one-half, so-called, the amounts required to pay for the bond issued in the principal amount not to exceed \$51,300,000 in order to provide architectural design, engineering, addition, construction, and/or reconstruction of the Needham High School?”

Yes	356	438	563	542	608	567	711	631	701	478	5,595
No	321	261	247	276	314	300	276	430	358	290	3,073
Blanks	-	-	-	-	-	-	-	-	-	-	-

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:06 P.M., November 4, 2003.

Theodora K. Eaton, CMC
Town Clerk

A true copy
ATTEST:

RECORD OF SPECIAL TOWN MEETING**Wednesday, November 12, 2003**

Pursuant to a Warrant issued by the Selectmen October 16, 2003 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman Elementary School on Wednesday, November 12, 2003, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 220 voters, including 208 Town Meeting Members, were checked on the list as being present.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock. The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator introduced the following members of the First Grade Class at the Hillside School: Annie Barringer, Katrina Coffman, Nina Evans, Olivia Jean, Hannah Jordan, Ethan Lavalla, Jeffrey Low, Austin MacLeod, Caelin Marinelli, Conor Mullaney, Caroline Murphy, Eamon O'Connell, Sarah Pollman, Pauline Siebert, Leo Stern, Ben Winograd, Charles Winston and Kylee Wollins. The class, led by their teacher, Marjorie M. Margolis and accompanied by Beth Pinals, lead the audience in pledging allegiance to the flag and singing "America The Beautiful". The children sang, "This Land is Your Land". The Moderator thanked Peter McLaughlin and Andre Pasquarosa for managing the microphones this evening.

The Moderator announced that the Friends of the Elderly are selling entertainment books and the Needham Women's Club is selling Power Cards both to benefits the community. Tickets are available in the cafeteria for Needham Community Theater's production of "Evita".

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator announced the following ground rules and these were adopted unanimously:

1. A speaker will be ruled out of order who refers to personalities. Let us remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.
2. I ask that you rise to be recognized and address the Moderator. Please state your name and precinct when recognized so that the Town Clerk may keep an accurate record.
3. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.
4. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.
5. Short motions to amend and procedural motions need not be in writing.

6. Parliamentary procedures known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

7. Limits on debate shall be enforced by the Moderator.

8. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

9. As stated in the Moderator's memorandum to Town Meeting Members, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

10. Unanimous consent was given to adopt the following limits of debate:

15 Minutes - Committee Chairpersons, Proponents, Attorneys representing proponents; subject to extension by the Moderator.

5 Minutes - Town Meeting Members, non-Town Meeting Members, visitors other than attorneys.

As in previous years, with respect to Article 9, an amendment to Article 21, the Fiscal Year 2004 Operating Budget, as well as Articles 10, 11, and 12, no motion to amend which adds funds to a particular line item or items will be in order unless the movant identifies the line items elsewhere in the budget from which these funds will be taken.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator announced that the proponents no longer have an interest in Articles 2, 3, 4, 6, 12, and 15 and they are herewith withdrawn. Articles 7, 9, 10, 11, 14, 19, and 20 are subject to motions to amend or other motions from their proponents and therefore cannot be passed by unanimous consent.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Members responded with "question" or "debate" to Articles 16 and 17. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes there under is as follows:

ARTICLE 16: ESTABLISH A PROPERTY TAX RELIEF FUND (SECTION 3D OF CHAPTER 60 OF THE MASSACHUSETTS GENERAL LAWS)

To see if the Town will vote to accept the provisions of Section 3D of Chapter 60 of the Massachusetts General Laws to establish an Elderly and Disabled Taxation Fund; or take any other action relative thereto.

Article 16 Explanation: This statute authorizes cities and towns to establish a fund for the purpose of accepting donations for property tax relief for certain senior citizens and disabled taxpayers. Acceptance of this statute would allow the Tax Collector to include with the tax bill an enclosure explaining the mechanism for making donations to the fund. The Act requires the creation of a five (5)-person board, consisting of the chair of the Board of Assessors or designee, the Town Treasurer or designee, and three citizens appointed by the Board of Selectmen, to determine eligibility for participation and distribution of aid. Any financial assistance that is provided would be in addition to any other programs or exemptions provided by law. Acceptance of this statute provides a legal mechanism to allow citizens and businesses to assist low-income elderly and disabled taxpayers in a convenient manner.

MOVED: That the Town vote to accept the provisions of Section 3D of Chapter 60 of the Massachusetts General Laws to establish an Elderly and Disabled Taxation Fund.

ACTION: So voted by unanimous vote

ARTICLE 17: AMEND SCHEDULE OF MUNICIPAL LIEN CERTIFICATES (M.G.L. CHAPTER 60, SECTION 23B)

To see if the Town will vote to accept the provisions of M.G.L. Chapter 60, Section 23B; or take any other action relative thereto.

Article 17 Explanation: Acceptance of this statute will authorize the Town Treasurer/Collector to amend the schedule of municipal lien certificates. A municipal lien certificate is a legal document that can be requested of the tax collector who must disclose all amounts known to him/her that are due the town and if which left unpaid may result in a lien on the property. The alternative fee schedule was provided to communities in recognition that on average more research and staff time is involved with commercial-like property. The new fee schedule will be as follows:

MOVED: That the Town vote to accept the provisions of M.G.L. Chapter 60, Section 23B.

ACTION: So voted by unanimous vote

At this time the Moderator proceeded with the remaining articles in the Warrant.

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE UNITS A AND B

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Union, Units A and B, and to recommend amending the necessary line items in the Fiscal Year 2004

Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

Article 1 Explanation: The Town and the Police Union have reached agreement on a collective bargaining agreement for fiscal year 2004 and 2005. If the Agreement is funded by Town Meeting, base wages will increase by 1% for fiscal year 2004 and 2.5% for fiscal year 2005. A summary of all provisions contained in the agreement will be distributed to Town Meeting Members at or before the Special Town Meeting.

MOVED: That the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Union, Units A and B, and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same.

Mr. Daniel P. Matthews, Chairman, addressed this proposal on behalf of the Board of Selectmen. He indicated that this proposal represents the collective bargaining agreement between the town and the Police Union, Units A and B and represents a two-year contract. Wages will increase by 1% for fiscal year 2004 and 2½ % for fiscal year 2005 and is consistent with other agreements within the town. The Board of Selectmen requests approval of this contract.

Ms. Jane Howard, member, recommended adoption of this proposal on behalf of the Finance Committee. This agreement includes a 1% base wage increase and a defibrillator differential for fiscal year 2003 of 1% plus an increase in the detail rate which will bring in more money to the town. The Finance Committee approves the funding of this contract.

In response to an inquiry from Mr. John E. Comando, Ms. Howard noted that the defibrillator differential applies to a majority of the police force.

In response to an inquiry from David J. Escalante regarding who pays for police details, Mr. Matthews stated that the payers are mostly contractors and utility companies.

ACTION: The main motion was presented and carried unanimously by voice vote.

Articles 2, 3, and 4 were previously withdrawn.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – ITWA

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers Association and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

Article 5 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

MOVED: That the Town approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers Association and to recommend amending the necessary line items in the Fiscal Year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting

and proposed to be amended under Article 9 of this Special Town Meeting to fund same.

Mr. Daniel P. Matthews, Chairman, recommended adoption of the collective bargaining agreement between the town and the Independent Town Workers Association. This provides a 1% base wage increase for fiscal year 2004 and a 2 ½ base wage increase for fiscal year 2005.

Ms. Jane Howard, member, and Mr. John P. Dennis, member, recommended adoption of this proposal on behalf of the Finance Committee and the Personnel Board respectively.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 6 was previously withdrawn.

ARTICLE 7: APPROPRIATE FOR VEHICLES AND EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$258,000 for vehicle and equipment replacement, to be spent under the direction of the Board of Selectmen, and to meet this appropriation, that \$25,477 appropriated under Article 49 of the 2000 Annual Town Meeting and \$45,000 in water retained earnings be transferred, and \$187,523 be raised from the tax levy; or take any other action relative thereto.

Article 7 Explanation: This article would fund the replacement of four DPW pick-up trucks that will be downsized from heavy trucks (F-150, F-250 and F-350) to compact pick-ups (Ford Ranger). The appropriation would also fund the replacement of five municipal sedans used by the Building, Assessors and Health Departments. These vehicles are typically on their second or third use, are more than 12 years old, and in poor to fair condition. Finally, the appropriation would fund the replacement of a standard dump truck with a special hook lift truck with multiple bodies. This versatile vehicle will serve many uses at the Department of Public Works.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$258,000 for vehicle and equipment replacement, to be spent under the direction of the Board of Selectmen, and to meet this appropriation, that \$25,477 appropriated under Article 49 of the 2000 Annual Town Meeting and \$45,000 in water retained earnings be transferred, and \$187,523 be raised from the tax levy; or take any other action relative thereto.

ARTICLE 8: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham listed below, said sum to be raised from the tax levy.

Department	Vendor	Description	FY	Amount
Board of Health	Deaconess-Glover	Traveling Meals Program	2003	\$ 4,208.00
DPW	Commonwealth of Mass.	State Detail	2002	\$ 4,535.03
Municipal Bldg. Maint.	Belmont/Crystal Springs	Needham Public Schools	2003	\$ 134.48
Personnel	Lexis Nexis	Mass Labor & Employment	2003	\$ 81.69

The following motion to amend was offered by Mr. John H. Cogswell: By striking the amount of "\$258,000" and inserting in place thereof the amount of "\$117,000"; and by striking the words "and \$45,000 in water retained earnings" and by striking the amount of "\$187,523" and inserting in place thereof the amount of "\$91,523".

Mr. John H. Cogswell, member, addressed this proposal on behalf of the Board of Selectmen. He explained that this proposal is for a special hook lift truck with multiple bodies. The Board of Selectmen unanimously recommends adoption of the article.

Mr. Steven A. Jonas, member, stated that the Finance Committee recommends a "no" vote on Article 7. He explained that the DPW and Board of Selectmen have spoken to the Finance Committee on numerous occasions. The Finance Committee feels this unit is not necessary. The DPW has a large fleet of dump trucks many of which sit idle during the non-winter months. There is a lack of data on the use of these trucks and a consultant previously recommended that this fleet be reduced by 3 units in 2002 and by additional units in 2003. To date, there has been only one reduction.

In response to an inquiry from Mrs. Lois Sockol, Mr. Cogswell noted that this new unit would effectively downsize 3 dump trucks.

Mrs. Barbara K. Popper questioned the cost of hiring outside contractors if we have a bad winter. Unanimous consent was given to allow Mr. Richard P. Merson, Director of Public Works, to address Town Meeting. Mr. Merson indicated that in a moderate snow year costs could be \$1,000 per year per contractor and in a heavy snow year costs could be as high as \$9,000 per year per contractor.

Mr. Paul A. Siegenthaler suggested that in the absence of a clear need, this is not the right time to be voting on this item.

After a brief discussion, a motion to move the previous question was offered by Mr. Maurice P. Handel. The motion was presented and carried by the required two thirds vote as declared by the Moderator.

Mr. Cogswell's motion to amend was presented and carried by voice vote.

ACTION: The main motion, as amended, was presented but failed to pass by voice vote.

Personnel	Jon-Jay Associates Inc.	Professional Services	2003	\$ 1,010.00
Planning Board	Eagle Graphic Invoice	Printing	2003	\$ 873.00
		TOTAL-->		\$10,842.20

and further to meet the appropriation that \$6,307.17 be raised from the tax levy and \$4,535.03 be raised from wastewater receipts; or take any other action relative thereto.

Article 8 Explanation: State law requires Town Meeting action in order for the Town to make payment for bills received after the close of the fiscal year.

MOVED: That the Town vote to raise and/or transfer and appropriate such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham listed below, said sum to be raised from the tax levy.

Department	Vendor	Description	FY	Amount
Board of Health	Deaconess-Glover	Traveling Meals Program	2003	\$ 4,208.00
DPW	Commonwealth of Mass.	State Detail	2002	\$ 4,535.03
Municipal Bldg. Maint.	Belmont/Crystal Springs	Needham Public Schools	2003	\$ 134.48
Personnel	Lexis Nexis	Mass Labor & Employment	2003	\$ 81.69
Personnel	Jon-Jay Associates Inc.	Professional Services	2003	\$ 1,010.00
Planning Board	Eagle Graphic Invoice	Printing	2003	\$ 873.00
		TOTAL-->		\$10,842.20

and further to meet the appropriation that \$6,307.17 be raised from the tax levy and \$4,535.03 be raised from wastewater receipts.

Mr. John H. Cogswell, member, presented this proposal on behalf of the Board of Selectmen. He explained that State law requires a Town Meeting vote in order for the town to pay bills received after the close of the fiscal year.

Mr. Richard S. Creem, member, recommended adoption of this proposal on behalf of the Finance Committee.

A motion to amend was offered by Mr. Steven Rosenstock by striking the line "DPW – Commonwealth of Mass. – State Detail – 2002 - \$4,535.03" and by striking the words "and \$4,535.03 be raised from wastewater receipts."

In response to Mr. Rosenstock's motion to amend, he indicated that the state would just reduce the town's state receipts.

Mr. Rosenstock's motion to amend was presented, but it failed to pass by voice vote.

ACTION: The main motion, which requires a 9/10 vote, was presented and carried unanimously by voice vote.

ARTICLE 9: AMEND FY2004 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101	Selectmen, Salaries	\$384,492	To be determined
103	Selectmen, Purchase of Service	\$138,863	To be determined
106	Town Clerk, Salaries	\$181,022	To be determined
107	Town Clerk, Purchase of Service	\$18,199	To be determined
108	Town Clerk, Expenses	\$3,870	To be determined
201	Assessors, Salaries	\$236,716	To be determined
205	Finance, Salaries	\$842,059	To be determined
206	Finance, Purchase of Service	\$398,244	To be determined
212	Finance Committee Reserve Fund	\$1,338,745	To be determined
301	Education, Salaries	\$29,126,240	To be determined
401	Police, Salaries	\$3,800,178	To be determined
405	Fire, Salaries	\$4,912,560	To be determined

409	Building, Salaries	\$275,438	To be determined
501	Public Works, Salaries	\$2,432,230	To be determined
506	Building Maintenance, Salaries	\$2,117,445	To be determined
508	Building Maintenance, Expenses	\$309,062	To be determined
601	Board of Health, Salaries	\$275,355	To be determined
605	Veterans, Salaries	\$52,037	To be determined
609	Youth Commission, Salaries	\$172,308	To be determined
613	Council on Aging, Salaries	\$210,137	To be determined
801	Library, Salaries	\$773,707	To be determined
806	Park and Recreation, Salaries	\$376,946	To be determined

or take any other action relative thereto.

Article 9 Explanation: The Finance Committee is continuing to deliberate on the requests and is awaiting further information with respect to pending collective bargaining agreements.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101	Selectmen, Salaries	\$384,492	To be determined
103	Selectmen, Purchase of Service	\$138,863	\$150,863
106	Town Clerk, Salaries	\$181,022	To be determined
107	Town Clerk, Purchase of Service	\$18,199	\$23,449
108	Town Clerk, Expenses	\$3,870	\$4,170
201	Assessors, Salaries	\$236,716	To be determined
205	Finance, Salaries	\$842,059	To be determined
206	Finance, Purchase of Service	\$398,244	\$408,244
212	Finance Committee Reserve Fund	\$1,338,745	To be determined
301	Education, Salaries	\$29,126,240	\$28,796,240
401	Police, Salaries	\$3,800,178	To be determined
405	Fire, Salaries	\$4,912,560	To be determined
409	Building, Salaries	\$275,438	To be determined
501	Public Works, Salaries	\$2,432,230	To be determined
506	Building Maintenance, Salaries	\$2,117,445	To be determined
508	Building Maintenance, Expenses	\$309,062	To be determined
601	Board of Health, Salaries	\$275,355	To be determined
605	Veterans, Salaries	\$52,037	To be determined
609	Youth Commission, Salaries	\$172,308	To be determined
613	Council on Aging, Salaries	\$210,137	To be determined
801	Library, Salaries	\$773,707	To be determined
806	Park and Recreation, Salaries	\$376,946	To be determined

The following motion to amend was offered by Mr. Ted Weiner:

By striking the lines:

"206	Finance Purchase of Service	\$398,244	To be Determined"
"508	Building Maintenance Expenses	\$309,062	To be Determined"

and by amending the following lines:

Line Item	Appropriation	Changing From	Changing To
101	Selectmen, Salaries	\$384,492	\$ 384,993
103	Selectmen, Purchase of Service	\$138,863	150,863
106	Town Clerk, Salaries	\$181,022	194,361
107	Town Clerk, Purchase of Service	\$18,199	23,449
108	Town Clerk, Expenses	\$3,870	4,170
201	Assessors, Salaries	\$236,716	238,366
205	Finance, Salaries	\$842,059	846,467
212	Finance Committee Reserve Fund	\$1,338,745	1,221,745
301	Education, Salaries	\$29,126,240	28,796,240
401	Police, Salaries	\$3,800,178	3,862,766

TOWN OF NEEDHAM

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405	Fire, Salaries	\$4,912,560	4,913,565
409	Building, Salaries	\$275,438	276,080
501	Public Works, Salaries	\$2,432,230	2,433,838
506	Building Maintenance, Salaries	\$2,117,445	2,117,999
601	Board of Health, Salaries	\$275,355	281,167
605	Veterans, Salaries	\$52,037	52,221
609	Youth Commission, Salaries	\$172,308	175,149
613	Council on Aging, Salaries	\$210,137	211,016
801	Library, Salaries	\$773,707	774,050
806	Park and Recreation, Salaries	\$376,946	380,042

The following secondary motion to amend was offered by Mr. Ted Weiner to add the following :

<u>Line</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
"206	Finance, Purchase of Service	\$ 398,244	\$ 403,244
212	Finance Committee Reserve Fund	1,338,745	1,216,745"

Mr. Ted Weiner, Chairman, reviewed the changes in the various line items of the Operating Budget and recommended adoption on behalf of the Finance Committee. He explained that 16 of these line items are due to funding the collective bargaining agreements.

The secondary motion to amend to add Line Items 206 and 212 was presented and carried unanimously by voice vote.

The motion to amend as displayed in the handout and explained by Mr. Weiner was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
101	Selectmen, Salaries	\$384,492	\$ 384,993
103	Selectmen, Purchase of Service	\$138,863	150,863
106	Town Clerk, Salaries	\$181,022	194,361
107	Town Clerk, Purchase of Service	\$18,199	23,449
108	Town Clerk, Expenses	\$3,870	4,170
201	Assessors, Salaries	\$236,716	238,366
205	Finance, Salaries	\$842,059	846,467
206	Finance, Purchase of Service	\$398,244	403,244
212	Finance Committee Reserve Fund	\$1,338,745	1,216,745
301	Education, Salaries	\$29,126,240	28,796,240
401	Police, Salaries	\$3,800,178	3,862,766
405	Fire, Salaries	\$4,912,560	4,913,565
409	Building, Salaries	\$275,438	276,080
501	Public Works, Salaries	\$2,432,230	2,433,838
506	Building Maintenance, Salaries	\$2,117,445	2,117,999
601	Board of Health, Salaries	\$275,355	281,167
605	Veterans, Salaries	\$52,037	52,221
609	Youth Commission, Salaries	\$172,308	175,149
613	Council on Aging, Salaries	\$210,137	211,016
801	Library, Salaries	\$773,707	774,050
806	Park and Recreation, Salaries	\$376,946	380,042

ARTICLE 10: AMEND FY2004 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Water Enterprise Fund Budget adopted under Article 22 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some of the

line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
901	Salaries	\$780,664	To be determined
905	MWRA Assessment	\$1,065,819	\$1,066,066

and further that the items be funded by a transfer from Water Enterprise Fund retained earnings in the amount of \$283,247; or take any other action relative thereto.

Article 10 Explanation: The Town received its final MWRA assessment after the Annual Town Meeting in May 2003. The final assessment is slightly higher than the original estimate, by \$247. During the rate setting process, the Board of Selectmen approved the use of \$283,000 in retained earnings to stabilize water rates for fiscal year 2004. The June 30, 2002 retained earnings for the water enterprise fund was certified at \$606,176. The June 30, 2003 retained earnings will be available after certification by the Department of Revenue. In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Water Enterprise Fund Budget adopted under Article 22 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	\$780,664	To be determined
905	MWRA		
	Assessment	\$1,065,819	\$1,066,066

and further that the items be funded by a transfer from Water Enterprise Fund retained earnings in the amount of \$283,247.

The following motion to amend was offered by Mr. James G. Healy: By striking the line

"901 Salaries \$780,664 To be determined".

Mr. James G. Healy, members, addressed this proposal on behalf of the Board of Selectmen. He stated that the salary line item would not change because no collective bargaining agreement had been settled. Line 905 is the MWRA assessment and close to the estimate projected at the Annual Town Meeting. The Board of Selectmen recommends adoption.

Mr. Mark P. Fachetti, member, advised that the Finance Committee approve and support this proposal.

The motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Water Enterprise Fund Budget adopted under Article 22 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
905	MWRA		
	Assessment	\$1,065,819	\$1,066,066

and further that the items be funded by a transfer from Water Enterprise Fund retained earnings in the amount of \$283,247.

ARTICLE 11: AMEND FY2004 WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2;

Line Item	Appropriation	Changing From	Changing To
908	Salaries	\$485,880	To be determined
912	MWRA		
	Assessment	\$4,693,448	\$4,695,589

and further that the items be funded by a transfer from Wastewater Enterprise Fund retained earnings in the amount of \$282,101; or take any other action relative thereto.

Article 11 Explanation: The Town received its final MWRA assessment after the Annual Town Meeting in May 2003. The final assessment is slightly higher than the original estimate, by \$2,101. During the rate setting process, the Board of Selectmen approved the use of \$280,000 in retained earnings to stabilize sewer rates for fiscal year 2004. The June 30, 2002 retained earnings for the water enterprise fund was certified at \$1,285,915. The June 30, 2003 retained earnings will be available after certification by the Department of Revenue. In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2;

Line Item	Appropriation	Changing From	Changing To
908	Salaries	\$485,880	To be determined
912	MWRA		
	Assessment	\$4,693,448	\$4,695,589

and further that the items be funded by a transfer from Wastewater Enterprise Fund retained earnings in the amount of \$282,101.

The following motion to amend was offered by Mr. James G. Healy:

By striking the line:

"908 Salaries \$485,880 To be determined".

Mr. James G. Healy, members, addressed this proposal on behalf of the Board of Selectmen. He stated that the salary line item would not change because no collective bargaining agreement had been settled. Line 912 is the MWRA assessment and close to the estimate projected at the Annual Town Meeting. The Board of Selectmen recommends adoption.

Mr. Mark P. Fachetti, member, advised that the Finance Committee approve and support this proposal.

The motion to amend was presented and carried unanimously by voice vote.

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ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2;

Line Item	Appropriation	Changing From	Changing To
912	MWRA Assessment	\$4,693,448	\$4,695,589

and further that the items be funded by a transfer from Wastewater Enterprise Fund retained earnings in the amount of \$282,101.

Article 12 was previously withdrawn.

ARTICLE 13: APPROPRIATE TO STABILIZATION FUND

To see if the Town will vote to raise, appropriate, and/or transfer the sum of \$330,000 to the Stabilization Fund, as provided under M.G.L., Chapter 40, Section 5B, said sum to be raised from the tax levy; or take any other action relative thereto.

ARTICLE 14: RESCIND BOND AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, approved at prior town meetings, where the purpose of the borrowing has been completed, and/or it was unnecessary to borrow the full authorization:

Description	TM	Article	Balance
Sewer Systems I/I (MWRA)	20-May-96	48	\$ 138,325
Sewer System Rehab - Webster St. (MWPAT)	5-May-97	42	\$ 1,989
Sewer System Rehab Design - Brookline	14-May-97	47	\$ 6,500
Sewer - Pump Station - West St. (MWPAT)	18-May-98	58	\$ 2,000
Sewer Rehab Designs - Carol/Frank/Newman	19-May-99	59	\$ 100,941
Road Improvements - Henderson Street	19-May-99	53	\$ 20,023
Water Main Design - Broadmeadow	15-May-00	58	\$ 23,000
Emergency Generator	13-Nov-00	10	\$ 75,500

or take any other action relative thereto.

Article 14 Explanation: When a project is financed by borrowing, the project has been completed, and all the bills have been paid, the balance of the authorization that was not borrowed should be rescinded. A Town Meeting vote to rescind the balance of a borrowing prevents any further borrowing for the project, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

MOVED: That the Town will vote to rescind a portion of certain authorizations to borrow, approved at prior town meetings, where the purpose of the borrowing has been completed, and/or it was unnecessary to borrow the full authorization:

Description	TM	Article	Balance
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Article 13 Explanation: The purpose of this article is to transfer funds into the Stabilization Fund. At the May 2003 Special Town Meeting, \$480,000 was transferred from the fund to pay for the Hillside Elementary School roof repairs that had to be done promptly after school ended. Based on anticipated actions with the FY 2004 operating budget, \$330,000 would be available to partially restore funds to the Stabilization Fund.

MOVED: That the Town vote to raise, appropriate, and/or transfer the sum of \$330,000 to the Stabilization Fund, as provided under M.G.L., Chapter 40, Section 5B, said sum to be raised from the tax levy.

Mr. James G. Healy, member, addressed this proposal on behalf of the Board of Selectmen. He explained that the Hillside School roof had to be repaired last summer and the funds had been taken from the Stabilization Fund. The School Committee learned of a salary error and are returning \$330,000. This article replaces \$330,000 of the \$480,000 used for the roof repair.

Mr. Ted Weiner, Chairman, recommended adoption of this article on behalf of the Finance Committee.

In response to an inquiry from Mr. Paul A. Siegenthaler asking if the town could reduce the override by this amount, Mr. James G. Healy explained that if the town does not vote this money, it would be lost. He also indicated that the School Committee promised to replace the roof money into the Stabilization Fund. He also warned of a possible \$2 - \$2.5 million deficit.

ACTION: That main motion was presented and carried by the required two-thirds vote as declared by the Moderator.

A motion to amend was offered by Mr. John A. Bulian by striking the following line:

Sewer Rehab Designs - Carol/Frank/Newman	19-May-99	59	\$ 100,941.
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Mr. John A. Bulian, member, addressed this proposal on behalf of the Board of Selectmen. He stated that this article represents projects that came in under budget. The board of Selectmen unanimously recommend adoption of this proposal.

Mr. Jack Filloon, member, recommended adoption on behalf of the Finance Committee. He indicated that the proposal will help reduce the debt.

The motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town will vote to rescind a portion of certain authorizations to borrow, approved at prior town meetings, where the purpose of the borrowing has been completed, and/or it was unnecessary to borrow the full authorization:

Description	TM	Article	Balance
Sewer Systems I/I (MWRA)	20-May-96	48	\$ 138,325
Sewer System Rehab - Webster St. (MWPAT)	5-May-97	42	\$ 1,989
Sewer System Rehab Design - Brookline	14-May-97	47	\$ 6,500
Sewer - Pump Station - West St. (MWPAT)	18-May-98	58	\$ 2,000
Road Improvements - Henderson Street	19-May-99	53	\$ 20,023
Water Main Design – Boardmeadow	15-May-00	58	\$ 23,000
Emergency Generator	13-Nov-00	10	\$ 75,500

ARTICLE 15 was previously withdrawn.

ARTICLE 16 was previously adopted by unanimous consent.

ARTICLE 17 was previously adopted by unanimous consent.

ARTICLE 18: AUTHORIZE THE TOWN TO ACQUIRE
AN EASEMENT FOR THE
RENOVATION/RECONSTRUCTION OF THE PUBLIC
LIBRARY

To see if the Town will vote to authorize the Board of Selectmen to acquire an easement over land adjacent to the Needham Public Library for the purposes of providing access and parking for library use; or take any other action relative thereto.

Article 18 Explanation: This article would provide the Permanent Public Building Committee, the Board of Library Trustees and Board of Selectmen with the authority to explore the acquisition of an easement from abutters that may be required for additional parking and access based upon the preliminary design of the Library renovation.

MOVED: That the Town vote to authorize the Board of Selectmen to acquire an easement over land adjacent to the Needham Public Library for the purposes of providing access and parking for library use.

Mr. John A. Bulian, member, addressed this proposal on behalf of the Board of Selectmen. He explained that the town hopes to obtain an easement from the owner of the parking lot adjacent to the Needham Public Library. The current arrangement

is one of informality. This is similar to the arrangement between the town and the first Church of Christ, Scientist.

Mr. Steven A. Jonas, member, advised that the Finance Committee also supports this article.

Mr. Richard W. Gatto spoke in opposition to the article. He explained that he is a member of the Christ Episcopal Church and that the Library has had an agreement with the church and didn't need a long-term lease. The church already has an agreement with Roche Bros. and Sudbury Farms. He also noted that the church is not the owner, but the Archdioceses.

Mr. John P. Connelly, Chairman, Permanent Public Building Committee, indicated that his committee feels the arrangement should be more formal.

Mr. Robert Scott Amsbary also spoke in opposition to this proposal.

Mr. Gregory John Shesko, Library Trustee, noted that in discussion with the church, there are times when the lot would be used exclusively for church functions. He does not see any difficulty in continuing this arrangement.

In response to an inquiry from David J. Escalante, Town Counsel David S. Tobin explained that a town meeting vote is a state legal requirement to pursue the process of entering into a lease.

After a brief discussion, Mr. Paul S. Alpert suggested that a Town Meeting vote wait until an agreement is in hand and costs are available.

Mr. Daniel P. Matthews, Chairman, stated that the Board of Selectmen support this article and that it makes sense to have a long-term agreement on record. This is similar to contracts with other churches in town.

After a lengthy discussion, a motion to move the previous question was offered by Mr. Michael J. Greis. The motion was presented and carried by the required two-thirds vote as declared by the Moderator.

ACTION: The main motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The Moderator swore in the following Town Meeting members as tellers: William R. Dermody, Richard B. Moody, Marjorie M. Margolis, Cynthia J. Chaston, Joshua S. Levy and LeRoy J. Nutile. The motion was again presented, but it failed to pass by the required two-thirds vote. The hand count was Yes 115 – No 68.

ARTICLE 19: AMEND GENERAL BY-LAWS, CONTRACT PROCEDURES

To see if the Town will vote to amend Section 2, Sub-section 2.1.3 of the Town's General By-laws by adding a new category at the end of the second paragraph, as follows:

YEARS

"Lease of Public Lands for historical and educational purposes to a non-profit or charitable organization or take any other action relative thereto.

50;"

Article 19 Explanation: The proposed revision to the By-law would allow the Town to authorize the lease of public land for historical and educational purposes to a non-profit or charitable organization for up to 50 years, inclusive of lease renewals. The current By-law caps the lease of public land at ten years, inclusive of all renewals.

MOVED: That the Town vote to amend Section 2, Sub-section 2.1.3 of the Town's General By-laws by adding a new category at the end of the second paragraph, as follows:

YEARS

"Lease of Public Lands for historical and educational purposes to a non-profit or charitable organization

50.

Mr. Robert Y. Larsen moved to discuss Articles 19 and 20 together and vote on separately. The motion was presented and carried unanimously by voice vote.

The Moderator announced the following motions to amend under Article 19 and 20:

A motion to amend under Article 19 was offered by Susan Welby be deleting the number "50" and inserting in place thereof the number "30".

A motion to amend under Article 20 was offered by Susan Welby by inserting after the words "Braintree, Massachusetts" the words "which plan has been on file with the Office of the Board of Selectmen since October 31, 2003," and by striking the words "approximately 25,000 square feet," and inserting in place thereof the words "19,729 square feet,".

A second motion to amend under Article 20 was offered by Alan S. Fanger that Article 20 be referred to the Board of Selectmen for consideration of the following questions:

1. Whether the provisions of General Laws Chapter 30B, Section 16, requiring an appraisal of the subject property, and solicitation of proposals from prospective lessees of the property, is applicable to the subject property;
2. Whether any lease of the subject property would have an adverse impact on the ability of the town to advance its capital plan (e.g. by limiting siting options for a new middle school, community center or school administration building)
3. The methodology for determining – and ensuring – that the School Committee is receiving "equivalent value" in consideration for its lease of the land.

Mrs. Susan Welby, member, addressed this proposal on behalf of the School Committee. She advised that an ad hoc committee was established two year ago to review study this proposal. She noted that the School Committee has no intention of using the land at Newman School for anything other than educational purposes.

Mr. Mark H. Gluesing, member of the Historical Society and the ad hoc committee, stated that this is good for the whole community. The last one-room schoolhouse was scheduled for demolition. There is no cost to the town. Costs would come through the sale of the Glendon House. A long-term lease is requested to protect the Needham Historical Society.

Mr. Robert Abby, Principal of Newman School spoke in favor of this proposal. He explained that this historical complex on school grounds would allow all third graders to spend a day at the complex to study all areas of Needham history. He further noted that as children recreate the past, it becomes vital to them. Teachers have already signed up to take part in the program.

Mr. Gerald A. Wasserman, member, advised that the Board of Selectmen supports Articles 19 and 20. This is a creative measure providing a new complex for the Historical Society and an educational program on Needham history for students.

Mr. Damon J. Borrelli, member, advised that the Finance Committee does not recommend passage of these articles. The proposed rent is \$1.00. There is no lease for Town Meeting to review. The Finance Committee will have no oversight on the lease for a period up to three decades. Town Meeting will have no further input. There has never been an appraisal on this property. The amount of insurance remains in flux. The potential educational value is vague. The Historical Society is worthy of our support, but there are other groups also worthy of our support. There are many unresolved issues. The Finance Committee does not recommend adoption of this proposal.

Mrs. Carol J. Boulris, Chairman, advised that the Needham Historical Commission voted unanimously to support this proposal. This proposal preserves three historical homes in Needham. She urged support of Articles 19 and 20.

Mr. Alan S. Fanger expressed concern that the town is purporting to lease town land and putting it into a specific use for thirty years. There may be other organizations that would like to lease this land. He indicated that he is not opposed to this proposal, but would like the Board of Selectmen to respond to the questions in his motion to amend.

Mr. Robert Y. Larsen expressed concern that the computer-generated image of the red schoolhouse is misleading. He also noted that the Town spent \$2 million to purchase the Wiswall property for open space and now Town Meeting is being asked to cover open space with two buildings.

Mr. William M. Powers expressed concern that the town lacks community-playing space and the town needs to preserve open space.

Town Meeting members Susan W. Abbott and Lois Sockol spoke in favor of Articles 19 and 20.

In response to an inquiry from Mr. Ronald L. Morrison, Town Counsel, David S. Tobin, opined that this land does not have to be a legal lot because it would be used for educational purposes. He also noted that parking at the Newman School would be adequate. He also stated that the procurement procedures would be followed and other group with similar educational programs would be considered.

Mr. Paul S. Alpert spoke in favor of this proposal. But felt that the 30-year lease is very long.

Town Meeting members Jeffrey D. Heller and Ron Sockol spoke in support of this proposal.

Mr. Gerald A. Wasserman, Selectman, advised that there is no other possible use for this land. The Board has determined that this is a good use and urged support of this proposal.

Mr. Maurice P. Handel, member, advised that the Historical Society drafted this proposal and promised that this would cost no money to the town. The presence of these building on 5% of Newman land is not going to jeopardize this proposal.

After a lengthy discussion, a motion to move the previous questions on all motions under Articles 19 and 20 was offered by Mr. Robert A. Downs. The motion was presented and carried unanimously by voice vote.

Mrs. Welby's motion to amend under Article 19 was presented and carried by voice vote.

ACTION: The main motion, as amended, was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by a count of hands. The hand count was Yes 121 – No 59.

VOTED: That the Town vote to amend Section 2, Sub-section 2.1.3 of the Town's General By-laws by adding a new category at the end of the second paragraph, as follows:

YEARS

"Lease of Public Lands for historical and educational purposes to a non-profit or charitable organization

30.

ARTICLE 20: AUTHORIZE THE LEASE OF SCHOOL LAND

To see if the Town will vote to authorize the lease of a certain parcel of land shown and described as "Lease Area" on a plan of land dated October 25, 2003, prepared by the Kelly Engineering Group, Braintree, Massachusetts, said parcel containing approximately 25,000 square feet, more or less, said parcel being a portion of the Newman Elementary School, by the School Committee, in consultation with the Board of Selectmen, to the Needham Historical Society, Inc. or other, similar charitable, historical, and educational organization, for the purposes of educating Needham students, citizens of the Town, and the general public about the civic and cultural history of the Town; for the preservation and promotion of the Town's history and civic affairs; and for use as the principal offices of the Society or other similar organization in connection with the relocation, renovation, expansion and enlargement of certain historic structures, and on such terms and for such periods as they shall determine and for the uses described and to authorize the School Committee to grant the lessee the use of school land adjoining the aforesaid parcel as the School Committee may deem appropriate for the purposes of access to and parking for said structures; or take any other action relative thereto.

Article 20 Explanation: This article would authorize the School Committee, in consultation with the Board of Selectmen, to lease a portion of the Newman Elementary School property to a non-profit or charitable organization for historical and educational purposes.

MOVED: That the Town vote to authorize the lease of a certain parcel of land shown and described as "Lease Area" on a plan of land dated October 25, 2003, prepared by the Kelly Engineering Group, Braintree, Massachusetts, said parcel containing approximately 25,000 square feet, more or less, said parcel being a portion of the Newman Elementary School, by the School Committee, in consultation with the Board of Selectmen, to the

Needham Historical Society, Inc. or other, similar charitable, historical, and educational organization, for the purposes of educating Needham students, citizens of the Town, and the general public about the civic and cultural history of the Town; for the preservation and promotion of the Town's history and civic affairs; and for use as the principal offices of the Society or other similar organization in connection with the relocation, renovation, expansion and enlargement of certain historic structures, and on such terms and for such periods as they shall determine and for the uses described and to authorize the School Committee to grant the lessee the use of school land adjoining the aforesaid parcel as the School Committee may deem appropriate for the purposes of access to and parking for said structures.

Mr. Fanger's motion to amend under Article 20 was presented, but if failed to pass by voice vote.

Mrs. Welby's motion to amend was presented and carried by voice vote.

ACTION: The main motion, as amended, was presented and carried by voice vote.

VOTED: That the Town vote to authorize the lease of a certain parcel of land shown and described as "Lease Area" on a plan of land dated October 25, 2003, prepared by the Kelly Engineering Group, Braintree, Massachusetts, which plan has been on file with the Office of the Board of Selectmen since October 31, 2003, said parcel containing 19,729 square feet, more or less, said parcel being a portion of the Newman Elementary School, by the School Committee, in consultation with the Board of Selectmen, to the Needham Historical Society, Inc. or other, similar charitable, historical, and educational organization, for the purposes of educating Needham students, citizens of the Town, and the general public about the civic and cultural history of the Town; for the preservation and promotion of the Town's history and civic affairs; and for use as the principal offices of the Society or other similar organization in connection with the relocation, renovation, expansion and enlargement of certain historic structures, and on such terms and for such periods as they shall determine and for the uses described and to authorize the School Committee to grant the lessee the use of school land adjoining the aforesaid parcel as the School Committee may deem appropriate for the purposes of access to and parking for said structures.

At this time the Moderator thanked the students who manned the microphones as well as Steve Tedeschi, the Needham cable staff, and the school custodians and presented the following resolution:

At 12:06 P.M. Daniel P. Matthews on behalf of the Board of Selectmen offered the following Resolution:

RESOLUTION

In memory of Salvatore "Sam" Gallelo

WHEREAS: Sam Gallelo was born in Newton, Massachusetts on August 24, 1921; and

WHEREAS: Sam Gallelo served as a Sergeant in the United State Army from 1942 to 1946, serving in the 808: Chemical Company stationed in the European, African, and Middle Eastern theatres. In honor of his service, Sam Gallelo was awarded the Good Conduct Medal, Victory Medal, and American Campaign Ribbon; and

WHEREAS: Sam Gallelo and his wife Theresa Fiorentino Gallelo settled in Needham and raised their three sons, John, Frank and Sam Jr.; and

WHEREAS: Sam Gallelo worked in the Water Division of the Needham Department of Pubic Works, retiring as a Foreman in 1982 after serving more than 35 years; and

WHEREAS: Sam Gallelo acquired his Plumber, Maser Steam Fitter, and Master Pipe Fitter licenses, offering his service unselfishly to all Departments of the Town; and

WHEREAS: Sam Gallelo was a member of the Veterans of Foreign Wars, Lt. Manson H. Carter Post, and the Needham Knights of Columbus, Council 1611; and

WHEREAS: Sam Gallelo was active in civic affairs in Needham. He served as a Town Meeting Member from 1973 to 1983; and

WHEREAS: Sam Gallelo was a fun-loving, kind and considerate person who was dedicated to his family and community and will long be remembered by the citizens of Needham;

NOW THEREFORE, BE IT RESOLVED by this body that the November 12, 2003 Special Town Meeting be dissolved in honor of the life and many civic contributions of Sam Gallelo to the Town of Needham.

Theodora K. Eaton, CMC
Town Clerk

A true copy
Attest:

RECORD OF THE SPECIAL STATE PRIMARY**Tuesday, February 3, 2004**

The ballot box returns in the Precincts were as follows:

Pursuant to a Warrant issued by the Selectmen December 16, 2003 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the third day of February in the year 2004 at seven o'clock in the forenoon for the purpose of nominating a State Senator. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
 Precinct B - Hillside School - Gymnasium
 Precinct C - Newman School - Gymnasium
 Precinct D - High Rock School - Gymnasium
 Precinct E - Pollard Middle School - Room 226
 Precinct F - Stephen Palmer Community Room
 Precinct G - Broadmeadow School Performance Center
 Precinct H - Broadmeadow School Performance Center
 Precinct I - William Mitchell School - Gymnasium
 Precinct J - William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

<u>PRECINCTS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
7:00 A.M.	0	0	0	1	0
8:00 A.M.	27	27	49	63	29
9:00 A.M.	58	46	75	92	57
10:00 A.M.	77	76	105	111	87
11:00 A.M.	98	151	139	149	105
12:00 NOON	123	176	165	178	122
1:00 P.M.	136	208	186	205	150
2:00 P.M.	168	231	227	235	187
3:00 P.M.	192	267	254	259	213
4:00 P.M.	231	307	291	299	255
5:00 P.M.	265	333	331	349	321
6:00 P.M.	305	381	370	404	377
7:00 P.M.	368	412	424	454	445
8:00 P.M.	377	442	471	486	502

<u>PRECINCTS</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
7:00 A.M.	0	0	0	0	1
8:00 A.M.	38	44	55	59	39
9:00 A.M.	90	66	97	99	70
10:00 A.M.	140	84	136	130	89
11:00 A.M.	179	130	180	186	121
12:00 NOON	206	150	237	220	152
1:00 P.M.	241	182	263	237	174
2:00 P.M.	263	205	284	258	189
3:00 P.M.	310	234	329	284	209
4:00 P.M.	354	281	372	338	236
5:00 P.M.	396	336	428	374	268
6:00 P.M.	444	398	478	431	328
7:00 P.M.	516	484	538	511	395
8:00 P.M.	560	550	583	567	429

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 10:04 P.M., February 3, 2004.

The total number of votes cast was as follows:

	Democrat	Republican	Libertarian	Mass. Green Party	Total
Precinct A	301	76	0	0	377
Precinct B	324	119	0	0	443
Precinct C	362	109	0	1	472
Precinct D	395	93	1	0	489
Precinct E	371	131	0	0	502
Precinct F	421	139	0	1	561
Precinct G	420	130	0	0	550
Precinct H	410	173	0	0	583
Precinct I	438	129	0	0	567
Precinct J	335	94	0	1	430
TOTAL	3,777	1,193	1	3	4,974

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST - 4,974

(26.43% of Registered Voters)

The result of the balloting was as follows:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
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DEMOCRATIC PARTY

Total # of Votes Cast	301	324	362	395	371	421	420	410	438	335	3,777
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SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District)

Richard W. Gatto	93	95	107	177	119	108	153	110	149	107	1,218
James F. Klocke	29	23	30	31	50	46	41	36	47	26	359
Ronald C. Lipof	11	4	5	7	3	7	5	9	7	5	63
Danel P. Matthews	77	89	119	80	95	105	105	139	106	102	1,017
Angus G. McQuilken	84	102	91	92	101	149	110	106	123	95	1,053
Terence P. Noonan	3	10	8	6	2	4	4	9	5	0	51
Scattered Write-Ins	0	0	1	0	1	0	2	0	1	0	5
Blanks	4	1	1	2	0	2	0	1	0	0	11

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
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REPUBLICAN PARTY

Total # of Votes Cast	76	119	109	93	131	139	130	173	129	94	1,193
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SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District)

Scott Brown	67	97	93	78	115	133	116	158	119	83	1,059
Earl Henry Sholley	9	17	15	1	15	6	11	12	8	7	101
Scattered Write-Ins	0	3	1	12	0	0	2	1	2	2	23
Blanks	0	2	0	2	1	0	1	2	0	2	10

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
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LIBERTARIAN PARTY

Total # of Votes Cast	0	0	0	1	0	0	0	0	0	0	1
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SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District)

No Nomination											
Scattered Write-Ins	0	0	0	1	0	0	0	0	0	0	1
Blanks	0	0	0	0	0	0	0	0	0	0	0

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>MASSACHUSETTS GREEN PARTY</u>											
Total # of Votes Cast	0	0	1	0	0	1	0	0	0	1	3
<u>SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District)</u>											
No Nomination											
Scattered Write-Ins	0	0	0	0	0	1	0	0	0	1	2
Blanks	0	0	1	0	0	0	0	0	0	0	1

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 10:04 P.M., February 3, 2004.

Theodora K. Eaton, CMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE PRESIDENTIAL PRIMARY

Tuesday, March 2, 2004

The ballot box returns in the Precincts were as follows:

(Note: the hourly returns are inflated due to the double election.)

Pursuant to a Warrant issued by the Selectmen January 27, 2004 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the second day of March in the year 2004 at seven o'clock in the forenoon. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
 Precinct B - Hillside School - Gymnasium
 Precinct C - Newman School - Gymnasium
 Precinct D - High Rock School - Gymnasium
 Precinct E - Pollard Middle School - Room 226
 Precinct F - Stephen Palmer Community Room
 Precinct G - Broadmeadow School Performance Center
 Precinct H - Broadmeadow School Performance Center
 Precinct I - William Mitchell School - Gymnasium
 Precinct J - William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

<u>PRECINCTS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
7:00 A.M.	0	0	0	0	0
8:00 A.M.	49	93	124	151	114
9:00 A.M.	92	210	280	252	259
10:00 A.M.	138	449	375	430	364
11:00 A.M.	195	502	503	500	465
12:00 NOON	267	666	630	572	523
1:00 P.M.	303	751	703	662	597
2:00 P.M.	354	842	780	753	711
3:00 P.M.	393	932	866	859	818
4:00 P.M.	421	1044	967	952	968
5:00 P.M.	493	1212	1100	1107	1133
6:00 P.M.	587	1264	1245	1244	1373
7:00 P.M.	656	1408	1445	1420	1554
8:00 P.M.	703	1531	1561	1563	1764

<u>PRECINCTS</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
7:00 A.M.	0	0	0	0	0
8:00 A.M.	174	112	138	172	145
9:00 A.M.	367	245	384	374	270
10:00 A.M.	516	410	504	485	374
11:00 A.M.	643	584	659	630	508
12:00 NOON	754	662	800	783	625
1:00 P.M.	905	771	938	876	687
2:00 P.M.	1030	968	1067	966	773
3:00 P.M.	1088	1000	1222	1072	880
4:00 P.M.	1221	1071	1364	1233	953
5:00 P.M.	1300	1276	1501	1384	1051
6:00 P.M.	1548	1423	1671	1618	1212
7:00 P.M.	1680	1654	1941	1861	1381
8:00 P.M.	1897	1926	2071	2038	1524

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 10:04 P.M., March 2, 2004.

The total number of votes cast was as follows:

	Democrat	Republican	Libertarian	Mass. Green Party	Total
Precinct A	584	139	1	0	724
Precinct B	530	223	0	0	753
Precinct C	587	164	1	1	753
Precinct D	579	185	1	0	765
Precinct E	634	228	1	1	864
Precinct F	777	160	0	2	939
Precinct G	749	194	1	1	945
Precinct H	764	256	2	0	1022
Precinct I	782	211	1	0	994
Precinct J	581	169	1	1	752
TOTAL	6,567	1,929	9	6	8,511

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST – 8,511

(45.23% of Registered Voters)

The result of the balloting was as follows:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>DEMOCRATIC PARTY</u>											
Total # of Votes Cast	584	530	587	579	634	777	749	764	782	581	6,567
<u>PRESIDENTIAL PRIMARY</u>											
Richard Gephardt	2	2	0	1	0	0	1	2	1	1	10
Joseph Lieberman	17	11	12	4	12	15	13	14	8	9	115
Wesley K. Clark	4	3	1	4	4	7	7	4	1	3	38
Howard Dean	13	9	7	10	20	19	17	10	17	20	142
Carol Moseley Braun	2	1	0	2	1	2	1	0	1	0	10
John Edwards	96	101	118	112	132	143	159	160	150	110	1,281
Dennis J. Kucinich	9	7	17	13	20	22	35	13	16	16	168
John F. Kerry	422	388	427	418	421	550	497	535	572	406	4,636
Lyndon H. LaRouche, Jr.	4	0	0	1	1	0	1	0	0	0	7
Al Sharpton	3	1	0	5	8	4	6	7	3	2	39
No Preference	11	3	3	4	6	9	3	8	5	5	57
Scattered Write-Ins	1	0	0	1	2	1	3	1	1	0	10
Blanks	0	4	2	4	7	5	6	10	7	9	54
<u>STATE COMMITTEE MAN (Norfolk, Bristol & Middlesex District)</u>											
Walter F. McDonough	359	260	293	265	303	385	368	406	385	278	3,302
Scattered Write-Ins	3	0	0	1	1	0	4	2	4	1	16
Blanks	222	270	294	313	330	392	377	356	393	302	3,249
<u>STATE COMMITTEE WOMAN (Norfolk, Bristol & Middlesex)</u>											
No Nomination											
Scattered Write-Ins	137	70	66	73	87	123	86	92	73	68	875
Blanks	447	460	521	506	547	654	663	672	709	513	5,692
<u>DEMOCRATIC TOWN COMMITTEE (35)</u>											
Lida E. Harkins	403	321	392	361	381	491	444	472	490	367	4,122
Daniel P. Matthews	327	271	333	284	314	411	382	385	396	306	3,409
Mary Ellen Herd	294	226	293	267	291	369	352	321	354	269	3,036
John A. Bulian	278	225	274	252	265	346	315	366	339	250	2,910
Sheila G. Pransky	286	217	309	238	261	353	301	318	328	251	2,862
Edward V. Cosgrove, III	263	219	265	234	284	326	320	301	319	236	2,767
Walter F. McDonough	266	218	256	240	250	335	321	341	323	243	2,793
Alan J. Pransky	274	206	293	236	244	336	286	305	321	250	2,751
Elaine Kassel	268	209	254	223	239	320	292	283	313	242	2,643
John J. Romeo	265	207	254	231	262	329	342	309	332	240	2,771
Patrick C. Forde	257	209	251	220	255	324	348	313	352	241	2,770
Gerald A. Wasserman	326	255	336	286	312	404	372	365	385	291	3,332
James W. Segel	266	211	265	239	268	333	294	293	317	230	2,716
Rachel E. Spector	283	218	268	233	256	344	297	301	330	260	2,790
Susan Welby	283	238	293	264	292	360	356	337	352	260	3,365
Catherine C. Wong	273	220	259	229	252	335	307	294	313	242	2,724
Deborah R. Kleiman	261	211	259	225	245	322	287	294	313	236	2,653
Tracy Balian Zendzian	253	205	246	221	239	312	289	277	303	227	2,572
Jeffrey S. Shapiro	271	209	264	226	245	335	284	307	322	250	2,713
Jeanne S. McKnight	262	216	258	239	254	336	303	286	317	239	2,710

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>DEMOCRATIC PARTY</u>											
Total # of Votes Cast	584	530	587	579	634	777	749	764	782	581	6,567

DEMOCRATIC TOWN COMMITTEE (Continued)

Maurice Handel	280	218	268	237	264	349	314	310	338	254	2,832
Cheryl Ann Jacques	347	283	347	325	352	455	401	392	453	342	3,697
Nina Silverstein	288	228	276	231	258	347	297	301	329	256	2,811
Irwin Silverstein	290	240	291	247	270	364	315	332	343	275	2,967
Miriam W. Segel	268	214	260	229	261	331	294	296	317	233	2,703
Michael A. Diener	246	197	242	211	235	305	277	305	302	227	2,547
Paul V. Kelly	273	219	265	234	263	346	320	311	329	241	2,801
Florence Schumacher	264	208	254	238	236	322	282	281	303	238	2,624
David A. Knapton	248	198	239	215	243	314	283	285	298	229	2,552
Paul F. Denver	265	219	276	242	271	340	359	327	393	253	2,945
Jane B. Murphy	275	212	252	236	259	333	322	314	329	249	2,781
Edmund J. Mahoney, Jr.	258	211	254	244	248	326	305	302	312	227	2,687
Joseph Daniel Eisenstadt	269	214	265	228	247	337	299	294	321	244	2,718
Thomas M. Harkins	285	220	278	255	293	369	376	329	372	269	3,046
Write-in: Jill Kahn-Boesel	0	0	0	0	0	4	0	0	2	0	6
Scattered Write-Ins	2	2	6	4	3	2	12	0	6	5	42
Blanks	10,923	10,956	11,150	11,941	13,078	15,330	15,267	15,891	15,806	11,663	132,005

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>REPUBLICAN PARTY</u>											
Total # of Votes Cast	139	223	164	185	228	160	194	256	211	169	1,929

<u>PRESIDENTIAL PRIMARY</u>											
George W. Bush	121	190	142	163	191	139	169	227	185	150	1,677
No Preference	14	15	15	16	20	11	10	23	12	12	148
Scattered Write-Ins	0	3	1	3	5	1	2	2	3	1	21
Blanks	4	15	6	3	12	9	13	4	11	6	83

STATE COMMITTEE MEN (Norfolk, Bristol & Middlesex District)

Paul R. Jacobsen	30	54	42	32	35	46	33	40	36	29	377
Ian L. Bayne	4	8	3	8	8	4	4	5	3	5	52
James Leonard Dolan	77	101	83	106	143	77	111	153	125	87	1,063
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	28	60	36	39	42	33	46	58	47	48	437

STATE COMMITTEE WOMEN (Norfolk, Bristol & Middlesex District)

Debra R. Tucker	77	133	103	110	137	106	112	142	123	84	1,127
Scattered Write-Ins	2	0	1	0	1	0	0	0	2	0	6
Blanks	60	90	60	75	90	54	82	114	86	85	796

REPUBLICAN TOWN COMMITTEE (35)

Mark A. Sarro	73	94	92	81	105	74	86	107	93	81	886
Robert A. Downs	70	101	101	89	122	80	99	117	106	98	983
Barbara J. Downs	69	103	96	91	113	77	98	115	103	99	964
Louise V. Condon	80	124	116	128	152	107	122	162	126	105	1,222
Edward J. Reulbach, Jr.	67	97	97	90	117	85	96	119	100	83	951
Elizabeth Nowell	69	98	91	88	103	71	95	110	94	74	893
David R. Nowell	66	94	94	84	103	72	88	109	96	78	884
Emily M. Salaun	68	102	101	84	113	81	92	115	97	86	939
Stephen Hamburger	66	96	95	89	108	73	86	127	94	77	911
Gilbert W. Cox, Jr.	80	119	113	108	144	98	113	151	122	101	1,149
Carol Johnson Boulris	70	105	101	98	129	83	102	117	101	81	987
Gregory M. Casey	69	99	94	83	112	75	95	129	104	92	952
Gerald F. O'Keefe	69	98	91	85	111	71	100	110	94	77	906
Derrek Lane Shulman	65	91	93	84	104	71	85	104	90	71	858
Ruth Z. Nadol	68	95	94	83	108	72	87	107	90	72	876
Richard S. Creem	71	103	89	86	111	77	90	111	94	81	913
Kathleen D. Whitney	69	98	95	83	116	78	98	123	98	83	941
Robert D. Hall, Jr.	73	109	101	98	131	81	107	152	119	89	1,060
Joseph Wong	65	95	90	82	104	70	86	111	95	75	873
John H. Cogswell	73	104	106	103	126	82	109	126	107	88	1,024
Alice L. Morrison	70	99	94	91	128	83	96	122	103	86	972
Elizabeth B. Larsen	66	99	95	91	118	75	98	126	108	85	961
Sada W. Suydam	66	94	87	81	101	68	84	104	93	69	847
Leslie Ann Renzulli	71	95	91	87	105	77	90	112	99	76	903
Nicholas S. Renzulli	73	94	91	86	106	75	89	112	98	76	900
A. Charles Wilmot	65	100	93	84	114	72	88	115	97	75	903
Mark McDonough	68	96	93	88	110	75	91	126	96	75	918
David Riedell	66	94	90	86	110	72	92	111	98	76	897

A B C D E F G H I J TOTAL

REPUBLICAN PARTY

Total # of Votes Cast	139	223	164	185	228	160	194	256	211	169	1,929
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REPUBLICAN TOWN COMMITTEE (Continued)

James Leonard Dolan	71	100	95	99	126	79	103	142	105	79	999
James G. Healy	73	114	107	99	145	92	122	160	120	98	1,130
Brian J. Curley	66	94	91	82	112	72	100	118	95	78	908
Kimberly A. Hinden	71	107	93	90	114	76	91	124	98	84	948
No Nomination	-	-	-	-	-	-	-	-	-	-	-
No Nomination	-	-	-	-	-	-	-	-	-	-	-
No Nomination	-	-	-	-	-	-	-	-	-	-	-
Scattered Write-Ins	0	1	2	1	0	0	2	4	2	1	13
Blanks	2,637	4,593	2,668	3,593	4,259	3,106	3,710	5,062	4,150	3,266	37,044

A B C D E F G H I J TOTAL

LIBERTARIAN PARTY

Total # of Votes Cast	1	0	1	1	1	0	1	2	1	1	9
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PRESIDENTIAL PREFERENCE

Jeffrey Diket	0	0	0	0	0	0	0	0	0	0	0
Ruben Perez	0	0	0	0	0	0	0	0	0	0	0
Aaron Russo	0	0	0	1	0	0	0	0	0	0	1
Michael Badnarik	0	0	0	0	0	0	0	0	0	0	0
Gary Nolan	0	0	0	0	1	0	1	1	0	0	3
No Preference	0	0	1	0	0	0	0	1	1	1	4
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	1	0	0	0	0	0	0	0	0	0	1

STATE COMMITTEE MAN (Norfolk, Bristol & Middlesex District)

No Nomination											
Write-In: Michael E. Cloud	1	0	0	0	0	0	0	2	0	0	3
Write-In: Glenn A. Marston	0	0	0	0	0	0	1	0	0	0	1
Blanks	0	0	1	1	1	0	0	0	1	1	5

STATE COMMITTEE WOMEN (Norfolk, Bristol & Middlesex District)

No Nomination											
Write-In: Carla A. Howell	1	0	0	0	0	0	0	2	0	0	3
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	1	1	1	0	1	0	1	1	6

LIBERTARIAN TOWN COMMITTEE (3)

No Nomination (Needham 3)											
Write-In: Glenn A. Marston	0	0	0	0	0	0	1	0	0	0	1
Blanks	3	0	3	3	3	0	2	6	3	3	26

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
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MASSACHUSETTS GREEN PARTY

Total # of Votes Cast	0	0	1	0	1	2	1	0	0	1	6
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PRESIDENTIAL PREFERENCE

Kent Mesplay	0	0	0	0	0	0	0	0	0	0	0
Lorna Salzman	0	0	0	0	0	0	0	0	0	1	1
Paul Glover	0	0	1	0	0	0	0	0	0	0	1
David Cobb	0	0	0	0	0	1	1	0	0	0	2
No Preference	0	0	0	0	0	1	0	0	0	0	1
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	0	0	1	0	0	0	0	0	1

STATE COMMITTEE MAN (Norfolk, Bristol & Middlesex District)

No Nomination											
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	1	0	1	2	1	0	0	1	6

STATE COMMITTEE WOMEN (Norfolk, Bristol & Middlesex District)

No Nomination											
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	1	0	1	2	1	0	0	1	6

MASSACHUSETTS GREEN RAINBOW PARTY TOWN COMMITTEE (10)

No Nomination (Needham 10)											
Scattered Write-Ins	0	0	0	0	2	0	0	0	0	0	2
Blanks	0	0	10	0	8	20	10	0	0	10	58

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 10:10 P.M., March 2, 2004.

Theodora K. Eaton, CMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE SPECIAL STATE ELECTION

Tuesday, March 2, 2004

Pursuant to a Warrant issued by the Selectmen December 15, 2003 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the second day of March in the year 2004 at seven o'clock in the forenoon for the purpose of electing a State Senator. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
 Precinct B - Hillside School - Gymnasium
 Precinct C - Newman School - Gymnasium
 Precinct D - High Rock School - Gymnasium
 Precinct E - Pollard Middle School - Room 226
 Precinct F - Stephen Palmer Community Room
 Precinct G - Broadmeadow School Performance Center
 Precinct H - Broadmeadow School Performance Center
 Precinct I - William Mitchell School - Gymnasium
 Precinct J - William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:
 (Note: the hourly returns are inflated due to the double election.)

<u>PRECINCTS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
7:00 A.M.	0	0	0	0	0
8:00 A.M.	49	93	124	151	114
9:00 A.M.	92	210	280	282	259
10:00 A.M.	138	449	375	430	364
11:00 A.M.	195	502	503	500	465
12:00 NOON	267	666	630	592	523
1:00 P.M.	303	751	703	662	597
2:00 P.M.	354	842	780	753	711
3:00 P.M.	393	932	866	859	818
4:00 P.M.	421	1044	967	952	968
5:00 P.M.	493	1212	1100	1107	1133
6:00 P.M.	587	1264	1245	1244	1373
7:00 P.M.	656	1408	1445	1420	1554
8:00 P.M.	703	1531	1561	1563	1764

<u>PRECINCTS</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
7:00 A.M.	0	0	0	0	0
8:00 A.M.	174	112	138	172	145
9:00 A.M.	367	245	387	374	270
10:00 A.M.	516	410	504	485	374
11:00 A.M.	643	584	659	630	508
12:00 NOON	754	662	800	783	625
1:00 P.M.	905	771	938	876	687
2:00 P.M.	1030	968	1067	966	773
3:00 P.M.	1088	1000	1222	1072	880
4:00 P.M.	1221	1071	1364	1233	953
5:00 P.M.	1300	1276	1501	1384	1051
6:00 P.M.	1548	1423	1671	1618	1212
7:00 P.M.	1680	1654	1941	1861	1381
8:00 P.M.	1897	1926	2071	2038	1524

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 10:10 P.M., March 2, 2004.

The total number of votes cast was as follows:

	Total
Precinct A	677
Precinct B	787
Precinct C	813
Precinct D	799
Precinct E	904
Precinct F	967
Precinct G	987
Precinct H	1073
Precinct I	1047
Precinct J	779
TOTAL	8,833

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST – 8,833

(46.94% of Registered Voters)

The result of the balloting was as follows:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	677	787	813	799	904	967	987	1073	1047	799	8,833

SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District)

Scott P. Brown	279	378	362	328	435	359	452	539	434	328	3,894
Angus G. McQuilken	392	402	448	464	463	601	527	530	608	449	4,888
Scattered Write-Ins	2	0	2	6	5	1	7	2	3	1	29
Blanks	0	7	1	1	1	6	1	2	2	1	22

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 10:10 P.M., March 2, 2004.

Theodora K. Eaton, CMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE ANNUAL TOWN ELECTION **Tuesday April 13, 2004**

Pursuant to a Warrant issued by the Selectmen February 24, 2004, the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the thirteenth day of April in the year 2004 at forty-five minutes after six o'clock in the forenoon for the purpose of nominating Town Officers and Town Meeting Members. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D - High Rock School - Gymnasium
Precinct E - Pollard Middle School - Room 226
Precinct F - Stephen Palmer Community Room
Precinct G - Broadmeadow School Performance Center
Precinct H - Broadmeadow School Performance Center
Precinct I - William Mitchell School - Gymnasium
Precinct J - William Mitchell School - Gymnasium

The polls were opened at forty-five minutes after six o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
One Selectman for Three Years;
One Town Clerk for three years;
One Assessor for Three Years;
Three Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials - veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials - non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Member of Needham Housing Authority for One Year;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;
One Member of Park and Recreation Commission for Two Years.
Eight Town Meeting Members from Precinct A for Three Years;
Seven Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;

One Town Meeting Member from Precinct C for One Year;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year;
Nine Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

The ballot box returns in the Precincts were as follows:

<u>PRECINCTS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
6:45 A.M.	0	0	0	0	0
7:00 A.M.	3	0	2	0	0
8:00 A.M.	6	13	22	19	21
9:00 A.M.	9	29	44	36	33
10:00 A.M.	17	35	60	50	43
11:00 A.M.	36	47	70	57	48
12:00 NOON	54	60	82	73	58
1:00 P.M.	59	70	92	81	73
2:00 P.M.	68	75	105	92	92
3:00 P.M.	82	91	121	107	106
4:00 P.M.	91	102	143	121	128
5:00 P.M.	106	134	167	143	151
6:00 P.M.	121	157	181	170	186
7:00 P.M.	138	175	203	198	220
8:00 P.M.	152	187	232	222	242

<u>PRECINCTS</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
6:45 A.M.	0	0	0	0	0
7:00 A.M.	3	10	0	0	0
8:00 A.M.	18	25	10	14	21
9:00 A.M.	47	45	55	61	42
10:00 A.M.	70	52	77	80	67
11:00 A.M.	88	65	104	109	89
12:00 NOON	111	93	126	126	105
1:00 P.M.	127	111	143	133	111
2:00 P.M.	152	117	168	153	127
3:00 P.M.	169	133	197	169	133
4:00 P.M.	188	163	209	194	154
5:00 P.M.	207	184	234	224	170
6:00 P.M.	239	222	275	263	192
7:00 P.M.	273	257	298	309	215
8:00 P.M.	299	296	332	336	249

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 8: 59 P.M., April 13, 2004.

The total number of votes cast was as follows:

	Total
Precinct A	152
Precinct B	187
Precinct C	232
Precinct D	222
Precinct E	242
Precinct F	299
Precinct G	296
Precinct H	332
Precinct I	336
Precinct J	249

TOTAL 2,547

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST - 2,547
(13.63% of Registered Voters)

The results of the balloting was s follows:

TOWN OFFICES

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	152	187	232	222	242	299	296	332	336	249	2,547

MODERATOR (for one year)(Vote for One)

Michael K. Fee	112	136	176	177	182	226	222	237	242	176	1,886
Scattered Write-Ins	1	0	1	0	2	1	3	2	3	1	14
Blanks	39	51	55	45	58	72	71	93	91	72	647

ELECTMAN (for three years)(Vote for One)

Daniel P. Matthews	100	120	160	156	163	216	190	211	216	165	1,697
Scattered Write-Ins	0	2	2	2	4	2	5	2	9	4	32
Blanks	52	65	70	64	75	81	101	119	111	80	818

TOWN CLERK (for three years)(Vote for One)

Theodora K. Eaton	111	138	179	176	184	231	223	232	242	177	1,893
Scattered Write-Ins	1	0	0	0	1	3	1	1	1	2	10
Blanks	40	49	53	46	57	65	72	99	93	70	644

ASSESSOR (for three years)(Vote for One)

James M. Zeiger	96	122	147	133	148	185	177	181	200	142	1,531
Scattered Write-Ins	0	0	1	0	3	1	1	1	2	0	9
Blanks	56	65	84	89	91	113	118	150	134	107	1,007

SCHOOL COMMITTEE (for three years)(Vote for Not More Than Three)

Barry C. Crossen	85	94	145	137	150	197	193	184	225	159	1,569
Jeffrey J. Simmons	106	109	168	160	157	199	191	209	226	164	1,689
Marianne B. Cooley	100	141	179	162	190	249	238	255	253	187	1,954
Michael London	68	69	76	74	74	80	70	116	100	67	794
Scattered Write-Ins	0	2	1	0	0	1	0	1	2	1	8
Blanks	97	146	127	133	155	171	196	231	202	169	1,627

TOWN OFFICES

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	152	187	232	222	242	299	296	332	336	249	2,547

TRUSTEE OF MEMORIAL PARK (Trustee of soldier's memorials - Veteran) (for three years)(Vote for One)

Charles J. Mangine	102	128	160	152	163	203	188	208	219	165	1,688
Scattered Write-Ins	0	0	0	0	0	0	1	0	0	0	1
Blanks	50	59	72	70	79	96	107	124	117	84	858

TRUSTEE OF MEMORIAL PARK (Trustee of soldier's memorials - non-veteran)(for three years)(Vote for One)

Robert Gondola, Jr.	37	62	48	63	51	74	45	58	67	58	563
Joseph J. McSweeney	66	67	87	84	96	132	132	144	128	100	1036
Scattered Write-Ins	1	1	0	2	1	0	1	1	1	1	8
Blanks	48	57	97	73	94	93	118	129	140	91	940

TRUSTEE OF NEEDHAM PUBLIC LIBRARY (for three years)(Vote for Not More Than Two)

Lois C. Bacon	95	124	147	144	146	192	187	175	202	150	1,562
Gail B. Hedges	93	120	145	154	158	191	187	190	205	153	1,596
Scattered Write-Ins	0	0	1	0	0	2	2	1	1	0	7
Blanks	116	130	171	146	180	213	216	298	264	195	1,929

BOARD OF HEALTH (for three years)(Vote for One)

Peter Stephen Connolly	27	56	56	46	63	61	77	94	112	72	664
Denise C. Garlick	99	97	155	157	155	213	184	190	183	141	1,574
Scattered Write-Ins	0	1	0	0	0	0	0	0	0	0	1
Blanks	26	33	21	19	24	25	35	48	41	36	308

PLANNING BOARD (for five years)(Vote for One)

Paul Killeen	95	113	146	159	143	189	186	180	210	148	1,569
Scattered Write-Ins	0	1	0	0	1	0	1	0	0	1	4
Blanks	57	73	86	63	98	110	109	152	126	100	974

NEEDHAM HOUSING AUTHORITY (for five years)(Vote for One)

Cheryl Gosmon	92	114	140	143	140	190	187	170	204	142	1,522
Scattered Write-Ins	0	0	0	0	0	1	2	0	0	0	3
Blanks	60	73	92	79	102	108	107	162	132	107	1,022

NEEDHAM HOUSING AUTHORITY (for one year)(Vote for One)

Christina H. Mjara	88	115	146	149	147	187	187	178	201	135	1,533
Scattered Write-Ins	0	0	0	0	0	0	1	0	0	0	1
Blanks	64	72	86	73	95	112	108	154	135	114	1,013

COMMISSIONER OF TRUST FUNDS (for three years)(Vote for One)

Patrick C. Forde	96	120	143	151	147	189	202	190	216	149	1,603
Scattered Write-Ins	0	0	0	0	0	1	0	0	1	0	2
Blanks	56	67	89	71	95	109	94	142	119	100	942

PARK & RECREATION COMMISSION (for three years)(Vote for Not More Than Two)

Jonathan F. Bean	48	71	57	79	74	105	79	104	106	68	791
Cynthia J. Chaston	84	102	120	124	160	168	168	159	174	132	1,391
Christopher Richard Dollase	49	57	100	80	65	97	95	102	101	99	845
Scattered Write-Ins	0	0	0	0	0	0	1	0	4	0	5
Blanks	123	144	187	161	185	228	249	299	287	199	2,062

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	152	187	232	222	242	299	296	332	336	249	2,547

PARK & RECREATION COMMISSION (for two year)(Vote for One)											
William R. Dermody	100	120	151	144	164	194	197	188	211	169	1,638
Scattered Write-Ins	0	0	0	1	0	0	1	0	1	0	3
Blanks	52	67	81	77	78	105	98	144	124	80	906

TOWN MEETING MEMBERS

* Not Elected

PRECINCT A (For three years) (Vote for Not More Than Eight)

Alan J. Davidson	97	George Tarallo	93
Alan S. Fanger	95	Peter J. Fugere	80
Richard D. Lempitski	88	Write-Ins:	
Sydney Randall	88	* Martin L. Kramer (wrong precinct)	6
Louise P. Swanson	94	Michael S. Turner	5
		* Deborah R. Robinson	3

PRECINCT B (For three years) (Vote for Not More Than Seven)

George Baierlein	106	Kim Marie Nicols	109
Sandra E. Jaszek	110	Write-Ins:	
Richard B. Moody	105	Michele K. Wolfman	27
Brian M. Sosner	108	David K. Mottola	18
		* Robert Gondola, Jr.	3

PRECINCT C (For three years) (Vote for Not More Than Eight)

William H. Dugan, Jr.	127	Lyn H. Robbins Jekowsky	130
Eric D. Leskowitz	120	Bruce S. Barnett	123
Daniel L. Lintz	125	James O. Fleckner	122
Carl J. Lueders	132	Amy T. Goldman	152
		* Write-in: Adelaide C. Young	11

PRECINCT C (For one year) (Vote for One)

Write-Ins:		* Charles J. McCann	2
Adelaide C. Young	6		

PRECINCT D (For three years) (Vote for Not More Than Eight)

Jois C. Bacon	139	Antonio M. Manzon	139
Bruce T. Eisenhut	132	Jeffrey B. Megar	129
Roger B. Hunt	132	Thomas F. Soisson	132
Cathleen M. Lewis	136	William M. Powers	131

PRECINCT E (For three years) (Vote for Not More Than Eight)

Dynthia J. Chaston	145	Linda J. Novak	132
Mark P. Fachetti	134	Ford H. Peckham	135
Sean C. Martin	133	Maryruth Perras	140
Jo Ann Miles	129	Carl M. Rubin	110
		* Write-In: Christine M. Harvey	3

TOWN MEETING MEMBERS

* Not Elected

PRECINCT E (For one year) (Vote for One)

Ronald W. Ruth	150	* Write-In: Christine M. Harvey	1
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PRECINCT F (For three years) (Vote for Not More Than Nine)

		Write-Ins:	
Stephen L. Dornbusch	184	Cathy M. Freedberg	28
Elizabeth B. Kloss	188	Laura Terzian	17
Carolyn R. McIver	190	Edward G. Evantash	11
Jennifer S. Sexton	192	Jeanne S. McKnight	8
Carl Goldstein	172		

PRECINCT G (For three years) (Vote for Not More Than Eight)

Patrick C. Forde	167	Timothy P. Tierney	130
Robert T. Heald	146	Gary C. Crossen	160
Maureen T. McCaffrey	168	* Catherine Reid Dowd	125
Edwin A. Murray, Jr.	144	* Glenn A. Marston	80
John J. Romeo	151	Richard B. Weitzen	126

PRECINCT H (For three years) (Vote for Not More Than Eight)

John E. Comando	156	Ron Sockol	178
Lee K. Fox	180	* Robert M. Belkin	95
Daniel J. Kumin	149	Julia Solomon Lipman	164
Ronald L. Morrison	134	* Sheila L. Spector	115
Richard J. Savage	141	Joseph A. Thissell	127

PRECINCT I (For three years) (Vote for Not More Than Eight)

Steven M. Allison	140	* Keith M. McClelland	126
John P. Connelly	140	Lorraine M. Murphy	139
David J. Escalante	143	* Kathleen D. Whitney	113
Suzanne D. Hughes	152	Peter Stephen Connolly	139
Jill C. Kahn-Boesel	142	Rachel Ann Weinstock	153
* Joshua S. Levy	119		

PRECINCT J (For three years) (Vote for Not More Than Eight)

Catherine J. Barker	123	* Mathew David Talcoff	69
Deborah A. Coyle	145	Marianne B. Cooley	154
Robert A. Downs	122	Donna M. Mullin	113
Emily M. Salaun	119	* Glenn Alan Mulno	51
Keith M. Saxon	85	* James M. Zeiger	65
Paul G. Smith	110		

The ballots cast in the several precincts were returned to the Town Clerk in the sealed containers. The voting lists used at the entrance to the polling place and at the ballot boxes and a copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 8:59 P.M., April 13, 2004.

Theodora K. Eaton, CMMC/AAE
Town Clerk

A true copy
ATTEST

ELECTION

(To break Tie Votes in Precinct C
for Write-In Candidates for A One-Year Term)
Wednesday, May 5, 2004
7:00 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct C was held on Wednesday, May 5, 2004 at 7:00 P.M. for the purpose of electing one of four write-in candidates receiving tie votes to fill a vacancy until the next Annual Town Election. The ballots were cast with the following results:

Candace W. Chase	3 Votes
Michael J. Gosselin	1 Vote
Charles J. McCann	7 Vote
Sally J. Dugan	0 Vote

ANNUAL TOWN MEETING FOR THE
TRANSACTION OF BUSINESS

Monday, May 3, 2004

Pursuant to a Warrant issued by the Selectmen February 24, 2004, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman Elementary School on Monday, May 3, 2004, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 224 voters, including 229 Town Meeting Members, were checked on the list as being present.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock. The colors were presented this year by members of Brownie Troop 3097 and Girl Scout Troop 3114. Members present were Mary O'Connor, Kerry O'Connor, Margaret Fee and Elizabeth Doyle. The Moderator asked Town Meeting Members to join the Brownies, the Girl Scouts and himself in reciting The Pledge of Allegiance and singing America The Beautiful. The Moderator thanked Peter McLaughlin and Andre Pasquarosa for manning the microphones this evening.

At the designation of the Reverend Caroline B. Edge, President of the Needham Clergy Association, the Reverend Caroline B. Edge, Pastor of the Carter Memorial United Methodist Church and Town Meeting Member from Precinct J, gave the invocation.

The Town Meeting Members were sworn to the faithful performance of their duties by the Town Clerk.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator announced the following ground rules and these were adopted unanimously:

1. Please rise to be recognized and address the Moderator. When a member is recognized by the Chair, you must state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise their hand high, please inform the Chair so that appropriate accommodation may be made.
2. A speaker will be ruled out of order who refers to personalities or in the judgment of the Moderator, exceeds the bonds of civility. Let us remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.
3. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.
4. Anyone exiting or entering the hall while we are in session must use care not to disrupt the session and in particular, must not slam the doors.
5. No eating, drinking or smoking is permitted in the hall.
6. No firearms or weapons may be brought into the hall.
7. No hats may be worn except by uniformed personnel.
8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interested in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.
9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.
10. Short motions to amend and procedural motions need not be in writing.
11. Parliamentary procedures known, as "points of information and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question have been placed on the floor.
12. Limits on debate shall be enforced by the Moderator.
13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.
14. As stated in the Moderator's memorandum to Town Meeting Members, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.
15. Unanimous consent was given to adopt the following limits of debate:

15 Minutes in total - Committee Chairpersons, Proponents, Attorneys representing proponents; subject to extension by the Moderator.

5 Minutes - Town Meeting Members, non-Town Meeting Members, visitors other than attorneys. (5 min. in total per article)

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

As in previous years, with respect to Article 12, the Fiscal Year 2005 Operating Budget, as well as Articles 13, 14, and 15, the enterprise fund budgets, no motion to amend which adds funds to a particular line item or items will be in order unless the movant identifies the line items elsewhere in the budget from which these funds will be taken.

Hearing no objection, the Moderator finds by majority vote that the rules of practice concerning debate and rules of procedure as described by the Moderator are voted and adopted and the Town Clerk will so record.

The Moderator made the following announcements:

1. There will be a break each evening with the American Field Service serving coffee and donuts.
2. Juniors will visit Town Meeting from Needham High School who are participating in an award-winning course of study of our system of town government in the Social Studies Department led by Ms. Susan Duncan.
3. Mr. David Cox, a member of the Needham Exchange Club, is encouraging any and all groups and organization to prepare a float for the Fourth of July Exchange Club parade.
4. Mr. Ron Sockol, Trustee of Memorial Park, expressed his appreciation to the William Connell Company for the installation of a new roof at the Memorial Park building. He also expressed his appreciation to Mr. Robert Day and the Needham Cooperative Bank Directors for donating funds to the Memorial Park Garden.

The Moderator noted that there would be a substitute main motion under Article 61.

The Moderator announced that the proponents of Articles 21, 23, 31, 62 and 63 requested unanimous consent to withdraw these articles. Town Meeting Members indicated that there were no objections to the withdrawal of these articles and it was voted unanimously to withdraw Articles 21, 23, 31, 62 and 63.

The Moderator announced the following articles in which there will be motions to amend and therefore cannot be passed by unanimous consent: Articles 4, 5, 12, 13, 14, 15, 19, 26, 33, 39, 42, and 58.

The Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator announced that there are no committee reports filed under Article 2.

The Moderator announced that there will be a Special Town Meeting on May 10, 2004 and that he has a work commitment on Wednesday, May 12, 2004. Thus we will, by popular demand, adjourn the May 10th meeting to Monday, May 17, 2004.

The Moderator noted that there are no committee reports under Article 2. He then proceeded to call each article in the Warrant by number commencing with Article No 3. No Town Meeting Member responded with "question" or "debate" to the following articles: 3, 6, 7, 11, 16, 17, 18, 20, 27, 28, 29, 30, 53, 54, 57, and 69.

The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. The Moderator stated that the Town Counsel had filed copies of an affirmative motion for each article with the Town Clerk on April 26, 2004, and that the motions had been available for public scrutiny since that date. It was moved that all affirmative motions for the above-mentioned articles be adopted by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

**ARTICLE 3: NON-BETTERMENT STREET
ACCEPTANCE – SOUTHWOOD LANE**

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirement of the Subdivision Control Law and as laid out by the Board of Selectmen according to plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Southwood Lane; or take any other action relative thereto.

Article 3 Explanation: Southwood Lane was constructed by the developers in conformance with the Town's design standards. This article, if accepted, will make Southwood Lane a public way.

MOVED: That the Town vote to accept the following streets or portions thereof, constructed by developers under the requirement of the Subdivision Control Law and as laid out by the Board of Selectmen according to plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Southwood Lane.

ACTION: So voted by unanimous vote.

**ARTICLE 6: AMEND CLASSIFICATION AND
STANDARD RATES OF COMPENSATION SCHEDULE**

To see if the Town will vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefor a new Classification and Standard Rates of Compensation Schedule; or take any other action relative thereto.

Article 6 Explanation: In accordance with MGL Chapter 41, Section 108A, the Town annually adopts a classification and compensation schedule for General Government employees, other than employees covered by labor contracts. The Personnel Board recommends classification and compensation levels for non-represented employees, as well as classification levels for employees whose titles are contained in a bargaining unit. The rates of pay for the latter are set during the collective bargaining

process and are incorporated into the classification and compensation schedule. The Personnel Board voted to recommend that non-represented employees be granted a 2.5% wage increase for fiscal year 2005. All proposed revisions to the Classification and Standard Rates of Compensation Schedule will be provided to Town Meeting Members before May 3, 2004.

MOVED: That the Town vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefor a new Classification and Standard Rates of Compensation Schedule.

ACTION: So voted by unanimous vote.

VOTED: That the Town vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefore a new Classification and Standard Rates of Compensation Schedule.

FISCAL YEAR 2005

SCHEDULE A

Effective July 1, 2004

Full-time, part-time and seasonal position classifications with corresponding compensation schedules

CLASS TITLE	GRADE/SCHEDULE
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Activity Instructor	Schedule C
Administrative Assessor	M-2
Administrative Assistant	TS-3
Administrative Coordinator	TS-4
Administrative Specialist	TS-4
Animal Control Officer	PB-1
Animal Inspector	Schedule C
Assistant Administrative Assessor	PT-4
Assistant Cataloger	SS-3
Assistant Children's Librarian	SS-4
Assistant Director of Emergency Management	Schedule C
Assistant Director of Public Library	NR-6
Assistant Director, Park & Recreation	PT-4
Assistant Program Coordinator	NR-1
Assistant Program Coordinator (PT)	Schedule C
Assistant Superintendent	NR-5
Assistant Superintendent, Fire Alarm	FA-2
Assistant to Planning Director	NR-3
Assistant to Town Administrator	NR-4
Assistant Town Administrator/	
Director of Finance	M-4
Assistant Town Administrator/	
Personnel Director	M-3
Assistant Town Clerk	NR-3
Assistant Town Engineer	NR-6
Assistant Treasurer/Collector	NR-5
Assistant, Council on Aging	Schedule C
Associate Director, Council on Aging	PT-4
Autocad Technician	NR-2
Building Construction and Renovation Manager	M-3
Building Inspector, Substitute	Schedule C
Building Monitor	Schedule C
Canvasser	Schedule C
Carpenter	BT-2
Chief Pumping Station Operator	W-7
Civil Engineer	NR-4
Clerk	Schedule C
Committee Secretary	SS-3

Computer Operator	PT-1
Conservation Officer	NR-3
Contract Administrator	NR-6
Council on Aging, Executive Director	M-2
Craftsworker	BT-2
Custodian	BC-1
Data Collector	PT-1
Department Assistant 1	TS-1
Department Assistant 2	TS-2
Department Specialist	TS-3
Deputy Fire Chief	F-4
Deputy Fire Chief, Operations	F-4
Director of Emergency Management	Schedule C
Director of Municipal Building Maintenance	M-4
Director of Parks & Recreation	M-2
Director of Public Health	M-3
Director of Public Library	M-3
Director of Public Works	M-5
Director of Veteran's Services	M-1
Director of Youth Services	M-2
Director, Management Information Systems	M-3
Division Superintendent, Highway	M-2
Division Superintendent, Parks	M-2
Division Superintendent, Solid Waste/Recycling	M-1
Division Superintendent, Water/Sewer	M-3
DPW Director of Administrative Services	NR-5
Election Clerk	Schedule C
Election Inspector	Schedule C
Election Warden	Schedule C
Electrician	BT-3
Enforcement Agent	Schedule C
Environmental Health Agent	PT-5
Equipment Mechanic	W-5
Finance Committee, Executive Secretary	Schedule C
Fire Captain	F-3
Fire Chief	M-5
Fire Director of Administrative Services	PT-5
Fire Lieutenant	F-2
Firefighter	F-1
Garage and Equipment Supervisor	M-1
GIS/Database Administrator	PT-5
Heavy Motor Equipment Operator	W-4
HVAC Technician	BT-3
Inspector of Buildings	M-2
Inspector of Plumbing & Gas	NR-4
Inspector of Wires	NR-4
Laborer 1	W-1
Laborer 2	W-2
Laborer 3	W-3
Library Assistant	SS-2
Library Assistant PT	SS-1
Library Children's Supervisor	NR-4
Library Circulation Supervisor	SS-5
Library Page	Schedule C
Library Reference Supervisor	NR-4
Library Technical Services Supervisor	NR-4
Lineman	FA-1
Local Building Inspector	NR-5
Marketing Program Assistant	Schedule C
Master Mechanic	W-7
Network Administrator	PT-4
Outreach Worker, Council on Aging	PT-2
Parking Clerk	Schedule C
Parking Enforcement Attendant	SS-2
Personal Computer Specialist	Schedule C
Planning Director	M-2
Plumber	BT-3

TOWN OF NEEDHAM

TOWN CLERK'S RECORDS - 2004 ANNUAL TOWN MEETING

Plumbing & Gas Inspector Substitute	Schedule C	Tree Climber	W-4
Police Chief	*	Warehouse Person	BT-1
Police Lieutenant	P-3	Water Treatment Facility Manager	NR-6
Police Maintenance Assistant	NR-1	Wiring Inspector Substitute	Schedule C
Police Matron	Schedule C	Working Foreman	W-6
Police Officer	P-1	Youth Center Worker 1 - 5	Schedule C
Police Sergeant	P-2		
Program Coordinator	NR-2		
Program Coordinator (PT)	Schedule C		
Program Manager	M-1		
Public Health Nurse	PT-5		
Public Safety Dispatch Supervisor	NR-4		
Public Safety Dispatcher	NR-1		
Public Works Craftsworker	W-4		
Public Works Inspector	W-7		
Public Works Specialist	W-4		
Public Works Technician	W-5		
Pumping Station Operator	W-5		
Recording Secretary	Schedule C		
Recreation Specialist 1-5	Schedule C		
Reference Librarian PT	NR-2		
Reference Librarian/Audio Visual Specialist	NR-3		
Registrar of Voters	Schedule C		
Retirement Specialist	PT-4		
Ridge Hill Ranger	Schedule C		
Sealer of Weights & Measures	NR-4		
Seasonal Packers/Drivers	Schedule C		
Senior Administrative Coordinator	TS-5		
Senior Corps Participant	Schedule C		
Senior Custodian 1	BC-2		
Senior Custodian 2	BC-3		
Senior Network Administrator	PT-6		
Senior Program Manager	M-3		
Senior Trip Coordinator	Schedule C		
Social Worker	PT-3		
Special Detail Worker	Schedule C		
Student Draftsman and Rodman	Schedule C		
Student Intern 1 - 4	Schedule C		
Supervisor of Custodial Services	NR-5		
Survey Party Chief	NR-3		
Systems Analyst	PT-3		
Temporary Laborer/Trades Assistant	Schedule C		
Town Comptroller	M-2		
Town Counsel	Schedule C		
Town Engineer	M-3		
Town Treasurer and Tax Collector	M-2		
Traffic Supervisor	Schedule C		
Traveling Meals Coordinator	NR-2		

SCHEDULE A STIPENDS

(Additional compensation for specific assignments)

(1) Additional \$100.00 per month when assigned to and performing the duties of Assistant Director of Public Works

(2) Additional \$100.00 per month when assigned to and performing the duties of Office Manager as designated by the Director of Public Works

(3) Said Director shall be the Superintendent of Public Works within the meaning of Section 20 to 30, inclusive of the Needham Special Home Ruse Charter Act (Acts of 1971, c. 403), and shall be appointed in the manner and shall exercise the powers and duties of such Superintendent, specified in said act.

(4) Additional \$75.00 per month when assigned to and performing the duties of Deputy Tree Warden.

(5) Additional \$600.00 per year when assigned to and performing the duties of Worker's Compensation Agent

(6) Additional \$1,500 per year when performing the duties of Assistant Parking Clerk.

(7) May be designated confidential in accordance with M.G.L. Chapter 150E.

(8) Additional \$1,200 when assigned to and performing the duties of Registered Land Surveyor as designated by the Director of Public Works.

(9) Additional \$1,200 when an employee other than the Finance Director is designated by the Board of Selectmen to be Chief Procurement Officer.

(10) Designated Wiring Inspector in accordance with M.G.L. c. 166 s 32.

(*) Compensation set by employment agreement in accordance with M.G.L. c. 41 s. 108O.

Management Salary Schedule**Effective July 1, 2004**

Grade	Step 1	Step 2	Step 3	Performance Range*
M-5	81,587	84,526	87,569	102,238
M-4	72,337	74,943	77,641	90,611
M-3	62,841	65,102	67,447	78,748
M-2	58,140	60,230	62,402	72,889
M-1	49,988	51,786	53,653	62,654

- Subject to a maximum increase of 10% in accordance with Merit Program

Administrative/Support Salary Schedule/Non-Represented
Effective July 1, 2004

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
SS-5	36,812	37,917	39,054	40,226	41,432	42,676	43,955	45,275	46,632
SS-4	33,672	34,683	35,723	36,795	37,899	39,036	40,207	41,413	42,656
SS-3	30,074	30,977	31,907	32,864	33,849	34,865	35,912	36,989	38,098
SS-2	27,955	28,794	29,658	30,547	31,463	32,407	33,380	34,381	35,412
SS-1	24,773	25,516	26,281	27,070	27,881	28,718	29,579	30,467	31,381

Professional and Technical Salary Schedule/Non-Represented
Effective July 2004

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
NR-8	53,065	54,973	56,954	59,003	61,128	63,326	65,606	67,971	69,331
NR-7	49,564	51,347	53,197	55,113	57,094	59,150	61,279	63,485	64,755
NR-6	46,299	47,967	49,694	51,482	53,337	55,258	57,248	59,305	60,492
NR-5	44,425	46,021	47,678	49,397	51,171	53,014	54,924	56,023	57,144
NR-4	39,698	41,127	42,608	44,141	45,729	47,376	49,082	50,849	51,867
NR-3	35,479	36,754	38,078	39,446	40,869	42,342	43,864	45,442	47,309
NR-2	34,050	35,275	36,545	37,860	39,225	40,635	42,097	43,613	44,486
NR-1	29,575	30,611	31,691	32,809	33,968	35,165	36,407	37,692	39,107

Schedule C

Effective July 1, 2004

Rates for part-time and seasonal positions
(rates are hourly unless specifically noted)

<u>Title</u>	<u>Rate</u>
Activity Instructor (per session)	
Group A	7.00
Group B	8.00
Group C	10.00
Group D	12.00
Group E	15.00
Group F	18.00
Group G	21.00
Group H	25.00
Group I	28.00
* Animal Inspector (per year)	2,000
Assistant, Council on Aging	12.53
* Asst. Dir. Of Emergency	
Management (per year)	1,500
Assistant Program Coordinator (PT)	14.13
Building Inspector Substitute	17.90
Building Monitor	9.51
Canvasser	7.66
* Director of Emergency	
Management (per year)	2,000
* Election Clerk (per election)	150.00
* Election Inspector (per election)	120.00
* Election Warden (per election)	150.00
Enforcement Agent	16.55
Finance Committee Exec. Sec. (per year)	25,000
Library Page	
First Year	7.24
Second Year	7.48
Third Year	7.73
* Marketing/Program Assistant	100.00
* Parking Clerk (per year)	4,700.00
Personal Computer Specialist	32.15

# Plumbing and Gas Inspector Substitute	
(per diem)	41.00
(per inspection)	12.00
Police Matron	16.55
Program Coordinator (PT)	16.13
Recording Secretary	15.53
Recreation Specialist 1 First Year	7.96
Second Year	8.23
Recreation Specialist 2 First Year	9.06
Second Year	9.36
Recreation Specialist 3 First Year	9.78
Second Year	10.12
Recreation Specialist 4 First Year	11.40
Second Year	11.80
Recreation Specialist 5 First Year	13.44
Second Year	13.91
# Registrar of Voters (per year)	545.00
# Ridge Hill Ranger	
Per Hour	25.00
Per Event	200.00
Seasonal Packer/Driver	10.97
Senior Corps Participant	7.24
# Senior Trip Coordinator (per trip)	150.00
# Special Detail Worker	29.00
Student Draftsman and Rodman	
First Year	12.16
Second Year	12.73
Third Year	13.29
Fourth Year	13.86
Fifth Year	14.42
Student Intern 1	8.43
Student Intern 2	11.25
Student Intern 3	14.05
Student Intern 4	16.86
Temporary Laborer/Trades Assistant	
First Year	9.86
Second Year	10.21
Third Year	10.57
Fourth Year	10.93
Town Counsel (per year)	60,163
Traffic Supervisor	16.54
# Wiring Inspector Substitute	

TOWN OF NEEDHAM

	(per diem)	41.00
	(per inspection)	12.00
#	Youth Center Worker 1	8.75
#	Youth Center Worker 2	9.38
#	Youth Center Worker 3	10.00
#	Youth Center Worker 4	10.50
#	Youth Center Worker 5	11.00

#Titles not included in general wage increases

*Rates set by Board of Selectmen

ARTICLE 7: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2004, as required by the Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$58,140
Town Clerk with 6 years of service in that position	\$69,418 (1)
Selectmen, Chairman	\$1,800
Selectmen, Others	\$1,500
Assessor, in office as of 1/17/96	\$10
Assessor, elected after 1/17/96	\$0

• In addition, such compensation shall also include payment of longevity in the amount of \$3,018; the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed \$25,784. The annual salary of \$69,418 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$6,942. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$9,719; or take any other action relative thereto.

Article 7 Explanation: In accordance with MGL Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation at the time of separation from Town service, is now included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and

TOWN CLERK'S RECORDS – 2004 ANNUAL TOWN MEETING

unused vacation leave as of June 30, 2000, such payment to be made at the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977; the stipends for the members of the Board of Assessors were eliminated at the 1996 Annual Town Meeting. Members of the Board of Assessors in office at that time were grand fathered at a \$10 annual rate so that current members could retain their health insurance benefits.

MOVED: That the Town vote to fix the compensation of the following elected officers of the Town as of July 1, 2004, as required by the Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$58,140
Town Clerk with 6 years of service in that position	\$69,418 (1)
Selectmen, Chairman	\$1,800
Selectmen, Others	\$1,500
Assessor, in office as of 1/17/96	\$10
Assessor, elected after 1/17/96	\$0

In addition, such compensation shall also include payment of longevity in the amount of \$3,018; the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed \$25,784. The annual salary of \$69,418 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$6,942. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$9,719.

ACTION: So voted by unanimous vote.

ARTICLE 11: APPROPRIATE FOR HAZARDOUS WASTE COLLECTION

To see if the Town will vote to raise and appropriate the sum of \$8,000 for a hazardous waste collection day, said sum to be spent under the direction of the Board of Selectmen and raised from Solid Waste/Recycling Receipts; or take any other action relative thereto.

Article 11 Explanation: The DPW has been conducting hazardous waste collection days for the past eight years. This appropriation will allow the Town to conduct one hazardous waste collection day in fiscal year 2005.

MOVED: That the Town vote to raise and appropriate the sum of \$8,000 for a hazardous waste collection day, said sum to be spent under the direction of the Board of Selectmen and raised from Solid Waste/Recycling Receipts.

ACTION: So voted by unanimous vote.

ARTICLE 16: APPROPRIATE FOR UNPAID BILLS OF A PRIOR YEAR

To see if the Town will vote to raise and/or transfer and appropriate such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, as follows:

Department	Vendor	Description	Fiscal Year	\$ Amount
Historical Commission	Needham Camera Shop	Photo Prints	2003	\$221.26

and further to meet this appropriation that \$221.26 be transferred from the Overlay Surplus Account; or take any other action relative thereto.

MOVED: That the Town vote to raise and/or transfer and appropriate such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, as follows:

Department	Vendor	Description	Fiscal Year	\$ Amount
Historical Commission	Needham Camera Shop	Photo Prints	2003	\$221.26

and further to meet this appropriation that \$221.26 be transferred from the Overlay Surplus Account.

ACTION: So voted by unanimous vote.

ARTICLE 17: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain town departments pursuant to the provisions of M.G.L., Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2004:

Revolving Fund	Authority to Spend	Revenue Source	Use of Fund	FY2005 Budget
School Busing	School Committee	Fee Based Busing Program Receipts	Transportation of students to and from School	\$500,000
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Donations	Transportation program for COA	\$40,000
Yard Waste Processing Program	Board of Selectmen / DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	\$75,000
Home Composting Bin Account	Board of Selectmen / DPW Director	Sale of Bins	Purchase of additional home composting bins	\$3,000
Human Rights Committee Invest. Account	Board of Selectmen / Town Administrator	MCAD	Costs related to the Investigation of MCAD Complaints	\$2,000
Senior Center Activities	Council on Aging Director	Program Receipts	Costs related to social programs for elderly	\$1,000
Youth Services Activities	Youth Commission Director	Program Receipts	Costs related to youth service and community programs	\$25,000

or take any other action relative thereto.

Article 17 Explanation and Summary of G.L. Chapter 44, Section 53E ½: A revolving fund established under the provisions of G.L. Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to G.L. Chapter 59, Section 23.

MOVED: That the Town vote to authorize and continue revolving funds for certain town departments pursuant to the provisions of M.G.L., Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2004:

Revolving Fund	Authority to Spend	Revenue Source	Use of Fund	FY2005 Budget
School Busing	School Committee	Fee Based Busing Program Receipts	Transportation of students to and from School	\$500,000
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Donations	Transportation program for COA	\$40,000
Yard Waste Processing Program	Board of Selectmen / DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	\$75,000
Home Composting Bin Account	Board of Selectmen / DPW Director	Sale of Bins	Purchase of additional home composting bins	\$3,000
Human Rights Committee Invest. Account	Board of Selectmen / Town Administrator	MCAD	Costs related to the Investigation of MCAD Complaints	\$2,000
Senior Center Activities	Council on Aging Director	Program Receipts	Costs related to social programs for elderly	\$1,000
Youth Services Activities	Youth Commission Director	Program Receipts	Costs related to youth service and community programs	\$25,000

ACTION: So voted by unanimous vote.

ARTICLE 18: ESTABLISH FUND/BOARD OF HEALTH

REVOLVING

To see if the town will vote to authorize a revolving account for the Health Department under M.G.L. Chapter 44 Section 53E 1/2 that may be spent by the Health Director without further appropriation during FY 2005 for the purpose of paying costs and expenses of the immunization clinics, and for other Health Department immunization programs and educational programs. The Health Department Immunization Fund is to be credited with immunization receipts, and the Health Director may spend \$10,000 in revolving fund monies; or take any other action thereto.

Article 18 Explanation: The establishment of this revolving fund would allow the Health Department to purchase vaccine for high-risk populations. It would be a mechanism for the deposit of receipts and third party reimbursements. The supply of vaccine has been reduced from the state due to budget reductions and does not meet the demand of the residents. This would allow for expenses related to the influenza clinics, other immunization clinics, and support Health Department educational programs.

MOVED: That the Town vote to authorize a revolving account for the Health Department under M.G.L. Chapter 44 Section 53E 1/2 that may be spent by the Health Director without further appropriation during FY 2005 for the purpose of paying costs and expenses of the immunization clinics, and for other Health Department immunization programs and educational programs. The Health Department Immunization Fund is to be credited with immunization receipts, and the Health Director may spend \$10,000 in revolving fund monies.

ACTION: So voted by unanimous vote.

ARTICLE 20: TRANSFER OF BUDGETARY FUND BALANCE

To see if the Town will vote to transfer \$3,270,834 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2005; or take any other action relative thereto.

Article 20 Explanation: Budgetary fund balance (free cash) is the result of unexpended appropriations and revenue in excess of estimates from fiscal year 2003.

MOVED: That the Town vote to transfer \$3,270,834 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2005.

ACTION : So voted by unanimous vote.

ARTICLE 27: APPROPRIATE FOR ROOF REPLACEMENT AND REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$40,000 for roof replacement and repair to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

Article 27 Explanation: This project addresses the long overdue need to replace the 3,600 square foot severely deteriorated built up roof on the Rosemary Pool Bathhouse Building. This request has been deferred for several years due to the uncertain future of

the Rosemary Pool Complex. The existing roof is original to the building that was constructed in 1975.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$40,000 for roof replacement and repair to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy.

ACTION: So voted by unanimous vote.

ARTICLE 28: APPROPRIATE FOR SCHOOL FLOORING REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for school flooring replacement, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

Article 28 Explanation: This request is part of a multi-year plan to systematically address the need to remove asbestos flooring in school buildings. In most cases, the worn flooring is comprised of asbestos containing floor tiles or carpeting glued directly to asbestos containing floor tiles. In all cases, the flooring is a minimum of 30 years old and would be due for replacement even if it did not contain asbestos. This program is directed toward those schools not slated for renovation work in the near future, or for emergency repair areas. FY05 funding will be used to replace asbestos containing floor tile in the lower level corridor at the Hillside Elementary School. FY04 funding was used to replace asbestos containing tile in the upper level corridor and several adjacent classrooms at the Hillside Elementary School.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$75,000 for school flooring replacement, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy.

ACTION: So voted by unanimous vote.

ARTICLE 29: APPROPRIATE FOR EXTERIOR PAINTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for exterior painting of public facilities, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

Article 29 Explanation: This request will fund the complete exterior painting of the Hillside Elementary School including corroded window frames, peeling wooden trim and window sill components, deteriorated fascia boards, doors, trim and windows on the modular extension. The project includes partial lead abatement as well as carpentry work to replace rotted wooden fascia boards and trim components. The Hillside Elementary School exterior was last painted during the summer of 1996.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$50,000 for exterior painting of public facilities, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy.

ACTION: so voted by unanimous vote.

ARTICLE 30: APPROPRIATE FOR INTERIOR PAINTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for interior painting of public facilities, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy; or take any other action relative thereto.

Article 30 Explanation: This request is part of a multi-year plan to systematically address the need for the maintenance of interior spaces in schools and municipal buildings. The amount appropriated in the annual operating budget of the Municipal Building Maintenance Department has been insufficient to address the overwhelming amount of work needed. FY05 funding will be used to paint interior spaces at the Town Hall, Hillside Elementary School, Pollard Middle School, and Mitchell Elementary School. FY04 funding was used to paint interior spaces at the Pollard Middle School, Fire Station #1, Mitchell Elementary School, and Newman Elementary School.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$50,000 for interior painting of public facilities, to be spent under the direction of the Municipal Building Maintenance Board and raised from the tax levy.

ACTION: So voted by unanimous vote.

ARTICLE 53: APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS FEASIBILITY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for a feasibility study of the Route 128 water main location, to be spent under the direction of the Board of Selectmen, and raised from water receipts; or take any other action relative thereto.

Article 53 Explanation: There are four water mains servicing the east side of Route 128. One is on the Kendrick Street Bridge, which will be replaced when the Bridge is replaced. The other three mains cross directly beneath or are under the right-of-way along the east side of Route 128. The Route 128 Transportation Improvement Project (TIP), otherwise known as the "Add-A-Lane" Project, present an increased risk for these pipes. The adequacy of supply to this area, and the integrity and access to these pipes in the future should be investigated. The process is proposed to begin with a feasibility study this year. The study would be followed by engineering, design, and construction. The Route 128 TIP, initially reported to be scheduled for the 2007-2010 time frame, is now being aggressively pursued for a fast track approach. Any improvements will need to be completed prior to this work. The feasibility study will include an investigation of the possibility of using an existing, abandoned 8-inch water main crossing Route 128 from Hunting Avenue.

Moved: That the Town vote to raise and/or transfer and appropriate the sum of \$25,000 for a feasibility study of the Route 128 water main location, to be spent under the direction of the Board of Selectmen, and raised from water receipts.

ACTION: So voted by unanimous vote.

ARTICLE 54: INTER-MUNICIPAL AGREEMENT - BOARD OF HEALTH

TOWN OF NEEDHAM

To see if the Town will vote pursuant to General Laws Chapter 40, Section 4A, as amended, to authorize the Board of Health to enter into an agreement with the Town of Wellesley to establish a bank of hours for employees which will be used to share workforce, services, resources, and training across borders; or take any other action relative thereto.

Article 54 Explanation: This agreement entails the sharing of public health nursing and environmental health specialist staff using a bank of hours. It will be based on short-term assistance and the bank of hours will be accrued and drawn upon as needed. The Towns will share training resources as necessary. Each community will maintain responsibility for workers compensation and all liability issues. Such an agreement is necessary to allow the two towns to provide assistance to each other and to enforce public health laws and regulations across municipal boundaries.

Moved: That the Town vote pursuant to General Laws Chapter 40, Section 4A, as amended, to authorize the Board of Health to enter into an agreement with the Town of Wellesley to establish a bank of hours for employees which will be used to share workforce, services, resources, and training across borders.

ACTION: So voted by unanimous vote.

ARTICLE 57: ACCEPT CHAPTER 137 OF THE ACTS OF 2003/MILITARY SERVICE

To see if the Town will vote to accept the provisions of Section 1 of Chapter 137 of the Acts of 2003 to provide certain benefits for employees called for active duty military service; or take any other action relative thereto.

Article 57 Explanation: Chapter 137 of the Acts of 2003 allows a city or town, upon acceptance by the legislative body, to pay the difference between employee base wages received from the city or town and the wages paid by the United States military. The Act applies to any employee called to active duty from the time period from September 11, 2001 to September 11, 2005. At the time of this writing, the Act would apply to one (1) municipal employee.

MOVED: That the Town vote to accept the provisions of Section 1 of Chapter 137 of the Acts of 2003 to provide certain benefits for employees called for active duty military service.

ACTION: So voted by unanimous vote.

ARTICLE 69: CONTINUE SOLID WASTE DISPOSAL/RECYCLING ADVISORY COMMITTEE

To see if the Town will vote to continue the Solid Waste Disposal/Recycling Advisory Committee, established by vote of the 1966 Annual Town Meeting under Article 73 and amended under Article 40 of the 1993 Annual Town Meeting, direct and authorize said Committee to continue to investigate all methods of collection and disposal of solid waste, said Committee to report to the next Annual Town Meeting or sooner; or take any other action relative thereto.

MOVED: That the Town vote to to continue the Solid Waste Disposal/Recycling Advisory Committee, established by vote of the 1966 Annual Town Meeting under Article 73 and amended under Article 40 of the 1993 Annual Town Meeting, direct and authorize said Committee to continue to investigate all methods of

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collection and disposal of solid waste, said Committee to report to the next Annual Town Meeting or sooner.

ACTION: So voted by unanimous vote.

At this time the Moderator proceeded with the remaining articles in the Warrant.

Article 3 was previously adopted by unanimous vote.

ARTICLE 4: AMEND ZONING BY-LAW – DEFINITION OF SETBACK

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 1.3 Definitions, by revising the existing definition of the term “setback” so that it shall read as follows (new language underlined):

“Setback – front, side and rear – the minimum horizontal distance from a street line or a lot line, as the case may be, to any part of a building or structure, including overhang but not: (i) uncovered steps, fences or awnings; and (ii) an uncovered landing, above a stair or stairs, not larger than 48 inches by 42 inches, where such landing is required by the State Building Code. Notwithstanding the above, in the Business, Chestnut Street Business, Center Business, Avery Square Business, Neighborhood Business, and Hillside Avenue Business districts, the following exemptions shall apply: (i) eaves, cornices, friezes, and architraves shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one and one-half (1.5) feet, are a minimum of twelve (12) feet above the mean grade level at the façade on which the encroachment occurs, and have a cumulative area of not more than ten (10) percent of the wall area of the façade on which the encroachment occurs; and (ii) pilasters and columns shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one-half (.5) foot, are ornamental and non-structural in nature, and have a cumulative width of not more than five (5) percent of the length of the façade on which the encroachment occurs. In measuring the required setback from any street line, the applicable minimum front setback requirement shall be used.” or take any other action relative thereto.

Article 4 Explanation: Presently an uncovered landing above a set of stairs is interpreted to be subject to the setback requirements of the Needham Zoning By-Law, irrespective of size or Building Code mandate. This article would revise the existing definition of the term “setback” so as to exempt from the setback requirement an uncovered landing, above a set of stairs, provided such landing was not larger than 48 inches by 42 inches and was required by the State Building Code.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 1.3 Definitions, by revising the existing definition of the term “setback” so that it shall read as follows (new language underlined):

“Setback – front, side and rear – the minimum horizontal distance from a street line or a lot line, as the case may be, to any part of a

building or structure, including overhang but not: (i) uncovered steps, fences or awnings; and (ii) an uncovered landing, above a stair or stairs, not larger than 48 inches by 42 inches, where such landing is required by the State Building Code. Notwithstanding the above, in the Business, Chestnut Street Business, Center Business, Avery Square Business, Neighborhood Business, and Hillside Avenue Business districts, the following exemptions shall apply: (i) eaves, cornices, friezes, and architraves shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one and one-half (1.5) feet, are a minimum of twelve (12) feet above the mean grade level at the façade on which the encroachment occurs, and have a cumulative area of not more than ten (10) percent of the wall area of the façade on which the encroachment occurs; and (ii) pilasters and columns shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one-half (.5) foot, are ornamental and non-structural in nature, and have a cumulative width of not more than five (5) percent of the length of the façade on which the encroachment occurs. In measuring the required setback from any street line, the applicable minimum front setback requirement shall be used."

The Moderator announced that the proponents of Article 4 have a substitute main motion to replace the original main motion. In order to pass the substitute main motion, Town Meeting must first reject the original main motion.

Mr. Maurice P. Handel, member, addressed this proposal on behalf of the Planning Board. He advised that this amendment would address concerns raised in public hearings regarding the proposed size limitation of a dwelling's stairway landing to be exempted from Zoning By-Laws setback requirements. He recommended adoption of this proposal.

Mr. John A. Bulian, Selectmen, advised there is a permit streamlining study report sponsored by the Economic Development Advisory Committee and funded through private donations. He recommended adoption on behalf of the Board of Selectmen and the Committee on Permitting By-Laws, Regulations and policies.

Mr. Eric D. Leskowitz expressed concerns that he did not receive the handout on the substitute main motions.

A motion to postpone consideration of Articles 4 and 5 to a time certain specifically the first order of business after the evening recess was offered by Mr. Eric D. Leskowitz. The motion was presented and carried by voice vote.

ARTICLE 8: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986 (CONTINUATION OF INCREASE IN PROPERTY TAX EXEMPTION LIMITS)

To see if the Town will vote to accept, for Fiscal Year 2005, the provisions of Section 4 of Chapter 73 of the acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 49% for each eligible exemption; or take any other action relative thereto.

Article 8 Explanation: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and

disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2004 the cumulative increase above the statutory limit was 42%.

MOVED: That the Town vote to accept, for Fiscal Year 2005, the provisions of Section 4 of Chapter 73 of the acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 49% for each eligible exemption

Mr. Gerald A. Wasserman, Selectman, addressed this proposal on behalf of the Board of Selectmen. The acceptance of these provisions permits the Town to grant an additional exemption to certain taxpayers. The cumulative increase above the statutory limit is 49% or an increase of 7%. He recommended adoption of this proposal.

Ms. Jane A. Howard, members, recommended adoption of this proposal on behalf of the Finance Committee. She advised that 312 households took advantage of this program last for a total cost of \$239,038.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS PROGRAM

To see if the Town will vote to raise and appropriate the sum of \$7,500 for the purpose of conducting the Senior Corps program, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy, or take any other action relative thereto.

Article 9 Explanation: In fiscal year 1996, the Town initiated a program (previously called the Property Tax Work-off program) whereby qualified elderly and disabled property owners could work up to 100 hours for the Town. In turn, the individuals are paid approximately \$705 that is applied to their property tax bill. Eligible individuals are entitled to one payment per fiscal year. The funding request is unchanged from the amount approved in FY2004.

MOVED: That the Town vote to raise and appropriate the sum of \$7,500 for the purpose of conducting the Senior Corps program, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy.

Mr. Gerald A. Wasserman, Selectman, explained that this proposal allows eligible senior citizens to work off a portion of their property taxes. He recommended adoption on behalf of the Board of Selectmen.

Laura A. Brooks, member, recommended adoption of this proposal on behalf of the Finance Committee.

In response to an inquiry from Mr. Eric D. Leskowitz regarding the expansion of this program, Mr. Wasserman indicated that the Town has not turned anyone away.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 10: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and appropriate the sum of \$100,000 for the purpose of funding compensated absences provided by personnel by-law, personnel policies or collective bargaining agreement, said sum to be spent under the direction of the Town Administrator and raised from the tax levy, or take any other action relative thereto.

Article 10 Explanation: The purpose of this Article is to fund the Town's employee sick leave and, in some cases, vacation liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service.

MOVED: That the Town vote to raise and appropriate the sum of \$100,000 for the purpose of funding compensated absences provided by personnel by-law, personnel policies or collective bargaining agreement, said sum to be spent under the direction of the Town Administrator and raised from the tax levy.

Mr. Gerald A. Wasserman, Selectman, explained that compensated absences pays for a portion of sick leave buy back and vacation liability. This benefit is used in municipal government and non-profit companies. He noted that the Town has initiated a cap. All new employees hired after 1994 are allowed 30 days benefit or 960 hours. He recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Richard S. Creem, member, recommended adoption on behalf of the Finance Committee.

In response to an inquiry from Mr. Martin L. B. Walter, Mr. Wasserman indicated that this appropriation is primarily money for sick leave buy back. Mr. Creem also indicated that the town must fund this benefit as long as it falls under collective bargaining agreements.

In response to an inquiry from Mr. Steven Rosenstock, Mr. Wasserman noted that this appropriation is for anticipated retirements.

In response to an inquiry from Mr. Brian M. Sosner, Mr. James G. Healy, Chairman, Board of Selectmen, advised that this appropriation is the subject of contract negotiations. The Moderator then advised Mr. Sosner that an amendment to discontinue this policy is not within the four corners of this article, but that there could be a resolution on this article.

After the evening recess, the Moderator announced that the Board of Selectmen and Town Counsel met with Mr. Sosner and that there would be no motion from Mr. Sosner.

ACTION: The main motion was presented and carried unanimously by voice vote.

Discussion continued under Article 4.

ARTICLE 4: AMEND ZONING BY-LAW – DEFINITION OF SETBACK

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 1.3 Definitions, by revising the existing definition of the term "setback" so that it shall read as follows (new language underlined):

"Setback – front, side and rear – the minimum horizontal distance from a street line or a lot line, as the case may be, to any part of a building or structure, including overhang but not: (i) uncovered steps, fences or awnings; and (ii) an uncovered landing, above a stair or stairs, not larger than 48 inches by 42 inches, where such landing is required by the State Building Code. Notwithstanding the above, in the Business, Chestnut Street Business, Center Business, Avery Square Business, Neighborhood Business, and Hillside Avenue Business districts, the following exemptions shall apply: (i) eaves, cornices, friezes, and architraves shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one and one-half (1.5) feet, are a minimum of twelve (12) feet above the mean grade level at the façade on which the encroachment occurs, and have a cumulative area of not more than ten (10) percent of the wall area of the façade on which the encroachment occurs; and (ii) pilasters and columns shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one-half (.5) foot, are ornamental and non-structural in nature, and have a cumulative width of not more than five (5) percent of the length of the façade on which the encroachment occurs. In measuring the required setback from any street line, the applicable minimum front setback requirement shall be used." or take any other action relative thereto.

Article 4 Explanation: Presently an uncovered landing above a set of stairs is interpreted to be subject to the setback requirements of the Needham Zoning By-Law, irrespective of size or Building Code mandate. This article would revise the existing definition of the term "setback" so as to exempt from the setback requirement an uncovered landing, above a set of stairs, provided such landing was not larger than 48 inches by 42 inches and was required by the State Building Code.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 1.3 Definitions, by revising the existing definition of the term "setback" so that it shall read as follows (new language underlined):

"Setback – front, side and rear – the minimum horizontal distance from a street line or a lot line, as the case may be, to any part of a building or structure, including overhang but not: (i) uncovered steps, fences or awnings; and (ii) an uncovered landing, above a stair or stairs, not larger than 48 inches by 42 inches, where such landing is required by the State Building Code. Notwithstanding the above, in the Business, Chestnut Street Business, Center Business, Avery Square Business, Neighborhood Business, and Hillside Avenue Business districts, the following exemptions shall apply: (i) eaves, cornices, friezes, and architraves shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one and one-half (1.5) feet, are a minimum of twelve (12) feet above the mean grade level at the façade on which the encroachment occurs, and have a cumulative area of not more than ten (10) percent of the wall area of the façade on which the encroachment occurs; and (ii)

pilasters and columns shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one-half (.5) foot, are ornamental and non-structural in nature, and have a cumulative width of not more than five (5) percent of the length of the façade on which the encroachment occurs. In measuring the required setback from any street line, the applicable minimum front setback requirement shall be used."

The moderator announced that Town Meeting Members have had an opportunity to obtain the handout on articles 4 and 5.

ACTION: The main motion was presented, but it failed to pass by voice vote. The substitute main motion was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 1.3 Definitions, by revising the existing definition of the term "setback" so that it shall read as follows (new language underlined):

"Setback – front, side and rear – the minimum horizontal distance from a street line or a lot line, as the case may be, to any part of a building or structure, including overhang but not: (i) uncovered steps, fences or awnings; (ii) in a required front yard width, an uncovered landing, above a stair or stairs, which neither exceeds a total area of fifty (50) square feet nor projects more than five (5) feet from the face of a building; and (iii) in a required side or rear yard, an uncovered landing, above a stair or stairs, which neither exceeds a total area of twenty-five (25) square feet nor projects more than four (4) feet from the face of a building, where such landing is required by the State Building Code. Notwithstanding the above, in the Business, Chestnut Street Business, Center Business, Avery Square Business, Neighborhood Business, and Hillside Avenue Business districts, the following exemptions shall apply: (i) eaves, cornices, friezes, and architraves shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one and one-half (1.5) feet, are a minimum of twelve (12) feet above the mean grade level at the façade on which the encroachment occurs, and have a cumulative area of not more than ten (10) percent of the wall area of the façade on which the encroachment occurs; and (ii) pilasters and columns shall not be regarded in the computation of the setback to the extent that they do not intrude into the setback area by more than one-half (.5) foot, are ornamental and non-structural in nature, and have a cumulative width of not more than five (5) percent of the length of the façade on which the encroachment occurs. In measuring the required setback from any street line, the applicable minimum front setback requirement shall be used."

ARTICLE 5: AMEND ZONING BY-LAW – BUILDING OR USE PERMIT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 7 Administration, Subsection 7.2 Building or Use Permit, by inserting a new paragraph 7.2.2 as follows:

"7.2.2 Simultaneous Issuance of a Demolition Permit and Building Permit - The building inspector is authorized to issue at the same time both a permit to demolish a structure and a permit to build a new structure on the same lot of land prior to the demolition of the existing structure. No construction of the new structure shall start, including excavation, until the demolition of the existing structure and proper disposal of the resulting debris has been completed and the building inspector has closed out the demolition permit."

1. By amending Section 7 Administration, Subsection 7.2 Building or Use Permit, by renumbering former paragraphs 7.2.2, 7.2.3, and 7.2.4 as 7.2.3, 7.2.4, and 7.2.5 respectively.

or take any other action relative thereto.

Article 5 Explanation: This article would allow the Building Inspector to issue, at the same time, both a permit to demolish a structure and a permit to build a new structure on the same lot of land, prior to the demolition of the existing structure. No construction of the new structure would be authorized until the demolition of the existing structure had been completed. The change is designed to streamline the permitting process by allowing for the simultaneous issuance of both permits rather than the sequential procedure presently practiced. It is estimated that the change would shorten the permitting process by at least 30 calendar days.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 7 Administration, Subsection 7.2 Building or Use Permit, by inserting a new paragraph 7.2.2 as follows:

"7.2.2 Simultaneous Issuance of a Demolition Permit and Building Permit - The building inspector is authorized to issue at the same time both a permit to demolish a structure and a permit to build a new structure on the same lot of land prior to the demolition of the existing structure. No construction of the new structure shall start, including excavation, until the demolition of the existing structure and proper disposal of the resulting debris has been completed and the building inspector has closed out the demolition permit."

2. By amending Section 7 Administration, Subsection 7.2 Building or Use Permit, by renumbering former paragraphs 7.2.2, 7.2.3, and 7.2.4 as 7.2.3, 7.2.4, and 7.2.5 respectively.

The Moderator announced that the proponents of Article 5 have a substitute main motion to replace the original main motion. In order to pass the substitute main motion, Town Meeting must first reject the original main motion.

Denise C. Garlick, member, expressed concern that the Board of Health in agreement with the Needham Fire Department would like to address the health and safety issues relating to the demolition process. A motion to postpone the subject matter of Article 5 to a time certain, specifically after disposition of Article 61 was offered by Denise C. Garlick.

Mr. Maurice P. Handel, member, addressed this proposal on behalf of the Planning Board. He explained that Article 5 does not change the Building Code or affect the demolition permit.

Mrs. Garlick's motion to postpone to a time certain was presented, but it failed to pass by voice vote.

In response to an inquiry from Rosalie G. Fox, Mr. Handel explained that the permitting process for obtaining a demolition permit does not change with this zoning amendment. Mr. John H. Cogswell, Selectman, advised that all boards that have to sign off under this amendment must do so under the current Zoning By-Law.

In response to an inquiry from Jeanne S. McKnight, Mr. Handle advised this proposal does not affect historic projects.

Mrs. Cynthia Conturie expressed concern with who checks on the demolitions in Needham because it can be disruptive to a neighborhood. Mr. John A. Bulian, Selectmen, noted that this is why we have the Permitting Streamlining process.

After a brief discussion, a motion to move the previous question was offered by Mr. Bernard H. Ford. The motion was presented and carried by voice vote.

ACTION: The main motion was presented, but if failed to pass by voice vote. The substitute main motion was presented and carried by the required two-thirds vote as declared by the Moderator.

VOTED: That the Town vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 7 Administration, Subsection 7.2 Building or Use Permit, by inserting a new paragraph 7.2.2 as follows:

"7.2.2 Simultaneous Issuance of a Demolition Permit and a Building Permit - The building inspector is authorized to issue a building permit either simultaneously with or prior to a permit to demolish a structure on the same lot of land prior to the demolition of the existing structure. No construction of the new structure shall start, including excavation, until the demolition of the existing structure and proper disposal of the resulting debris has been completed and the building inspector has closed out the demolition permit."

2. By amending Section 7 Administration, Subsection 7.2 Building or Use Permit, by renumbering former paragraphs 7.2.2, 7.2.3, and 7.2.4 as 7.2.3, 7.2.4, and 7.2.5 respectively.

Article 6 was previously adopted by unanimous vote.

Article 7 was previously adopted by unanimous vote.

Article 8 was previously adopted by unanimous vote.

Article 9 was previously adopted by unanimous vote.

Article 10 was previously adopted by unanimously vote.

Article 11 was previously adopted by unanimous vote.

ARTICLE 12: APPROPRIATE THE FY 2005 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$85,000, from the Landfill C&D Fund in the amount of \$20,000, and from Overlay Surplus in the amount of \$499,778.74; or take any other action relative thereto.

MOVED: That the Town vote to vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$85,000, from the Landfill C&D Fund in the amount of \$20,000, and from Overlay Surplus in the amount of \$499,778.74.

Mr. Ted Weiner, Chairman, addressed the FY2005 Operating Budget on behalf of the Finance Committee. Mr. Weiner explained that the recommended budget seeks to provide for all of the costs and needs of our community in a fair and equitable manner. The recently revised revenue projection indicates revenues for FY2005 will rise 2.97% to \$76,743,273. The property tax levy is forecast to increase 3.6% while other revenue categories are less robust. FY2005 marks the third year in which key categories of state aid will have declined or shown no increase. The overall rate of revenue growth is just under 3%. Town wide expenses are expected to increase 9.6% over FY2004. The Finance Committee is recommending a decline in the reserve fund for FY2005. Excluding the changes in the reserve fund, town wide expenses are forecast to increase 13.4% at this time.

Mr. Weiner stated that the Committee has come to an agreement with the Board of Selectmen regarding staffing levels for the police and fire departments. All originally proposed reductions will be recommended for funding within the budget amendment. However, two positions will not be filled pending the outcome of a study on fire department personnel, and a determination of the need to add a 4th Lieutenant in the police department. The Finance Committee is recommending adding one HVAC Technician to the MBMB staff because the current staff of one cannot keep up with the demands of maintaining the HVAC systems in all of the town's buildings. The Committee also recommends restoring one of three parks and forestry positions eliminated in Fiscal 2004. The Committee believes that the DPW should take over the maintenance of the Broadmeadow and Eliot playing fields.

Mr. Robert Y. Larsen expressed concern that he discovered 13 stumps for parking meters and that these unused meters could bring in additional revenue to the Town. Mr. James G. Healy, Chairman, stated that the Board of Selectmen are as chagrined about this as Mr. Larsen and are meeting with an intern to come up with a plan to repair these meters.

Discussion continued under Article 12 (Operating Budget) with the following amendments offered by Mr. Ted Weiner:

A motion to amend was offered by Mr. Alan S. Fanger that Line Item 4, Health Insurance, be changed from \$8,725,700 to \$8,475,700 and that Line Item 201, School Dept. Salaries be changed from \$29,835,477 to \$29,985,477, Line Item 301, Police Dept. Salaries by changed from \$3,904,051 to \$3,988,338, and that Line Item 305, Fire Dept. Salaries be changed from \$4,674,510 to \$4,865,245. Mr. Fanger stated that he is concerned with the safety of his kids and that health insurance is out of control. He noted that there are new insurance plans being used by various cities and towns that will save money and we need some quick relief.

Mr. Daniel P. Matthews, member, addressed the proposal on behalf of the Board of Selectmen. He stated that the cost of health insurance is a huge problem and Mr. Fanger's

TOWN OF NEEDHAM

motion touches on search and price drug policies. He indicated that the Town of Needham pays less than other communities and is joining a consortium of 14 cities, towns, and other public entities, which purchases health insurance on behalf of its members. Mr. Matthews asked Town Meeting not to vote in favor of Mr. Fanger's motion.

Mr. Damon J. Borrelli, Vice Chairman, stated that the Finance Committee does not recommend adoption of Mr. Fanger's motion.

Mr. Gary C. Crossen, Chairman, thanked Mr. Fanger for his concern for the school budget, but the School Committee does not recommend adoption of Mr. Fanger's motion.

After a brief discussion, a motion to move the previous question on Mr. Fanger's motion to amend was offered by Mr. Maurice P. Handel. Mr. Handel's motion was presented and carried by two-thirds vote as declared by the Moderator.

Mr. Fanger's motion to amend was presented, but it failed to pass by voice vote.

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
101	Board of Selectmen, Salaries	\$391,021	\$ 397,189 *
103	Board of Selectmen, Expenses	21,571	22,441 *
104	Town Clerk, Salaries	185,489	188,387 *
107	Town Clerk/Tellers Canvassers/Details	30,100	31,078 *
108	Legal, Salaries	59,750	61,244 *
110	Legal, Expenses	2,500	3,500 *

In response to an inquiry from Mr. Robert Y. Larsen, Town Counsel David S. Tobin, stated that the Town is waiting for action by the Land Court.

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
111	Personnel Board, Salaries	1,523	1,562 *
115	Assessors, Salaries	236,830	239,622 *
118	Finance Dept., Salaries	857,133	876,415 *
21	Finance Dept., Capital Outlay	6,000	20,000 *
22	Finance Committee, Salaries	25,000	25,625 *
202	Education, Purchase of Service	3,721,515	3,821,515 *
203	Education, Expenses	733,718	808,718 *
205	Minuteman Regional High School, Assessment	500,000	393,015 *

In response to an inquiry from Wanda Lempitski, Mr. John W. Filoon III, member, stated that the cost to keep a student in Needham would be about \$15,000.

TOWN CLERK'S RECORDS - 2004 ANNUAL TOWN MEETING

Mr. Stephen Theall, Superintendent of Schools, advised that there is a large cost to bring kids back to town so this is cost effective.

301	Police Department, Salaries	3,904,051	3,938,338 *
305	Fire Department, Salaries	4,674,510	4,815,245 *
306	Fire Department Purchase of Service	69,859	72,499 *
307	Fire Department, Expenses	148,663	150,313 *
309	Building Department, Salaries	274,053	279,313 *

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
401	Department of Public Works, Salaries	\$2,466,516	2,521,931 *
402	Department of Public POS	649,301	705,399 *
407	Municipal Building Maintenance Salaries	2,170,189	2,174,203 *
408	Municipal Building Maintenance, POS	1,876,937	2,038,318 *

At 11:10 P.M. Mr. Thomas M. Harkins moved that the Annual Town Meeting stand adjourned to Wednesday, May 5, 2004 at 7:30 P.M. at the Newman School, and it was so voted unanimously.

Theodora K. Eaton, CMMC
Town Clerk

A true copy
Attest:

ADJOURNED ANNUAL TOWN MEETING

Wednesday, May 5, 2004

Pursuant to adjournment of the Annual Town Meeting held May 3 2004, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman School on Wednesday, May 5, 2004, at 7:30 P.M.

Check lists were used and 217 voters were checked on the list as being present, including 214 Town Meeting Members.

At the designation of Caroline B. Edge, President of the Needham Clergy Association, John Buehrens, Minister, First Parish Unitarian-Universalist Church, gave the invocation.

The Moderator announced the new technology being used this year with the assistance of Needham Cable's Mark Mandel and Town Meeting Member Michael J. Greis. He also thanked Jack Cogswell for hosting Needham Cable's "Talk of The Town" show.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

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Discussion commenced under Article 12 (Operating Budget) with the following amendments offered by Mr. Ted Weiner:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
412	Permanent Public Building Committee, Salaries	\$ 82,433	\$ 84,494 *
413	Permanent Public Building Committee POS	1,000	1,500 *
414	Permanent Public Building Committee Expenses	2,800	4,300 *
501	Board of Health, Salaries	285,800	289,816 *
504	Veterans Department Salaries	52,673	53,506 *
508	Youth Commission, Salaries	179,751	181,482 *
511	Council On Aging, Salaries	\$211,625	214,298 *

In response to an inquiry from Mrs. Jeanne S. McKnight regarding Planning Board staffing, purchase of service and future planning services, unanimous consent was given to allow Planning Director Lee Newman address Town Meeting. Mrs. Newman advised that the staff includes a Director, Assistant, and an intern. In addition the Planning Board is seeking a grant for the revitalization of the downtown area and is working on the recodification of the Zoning By-Laws.

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
601	Planning Board, Salaries	118,888	124,160 *
602	Planning Board, Purchase of Service	7,500	7,750 *
604	Conservation Commission, Salaries	28,891	29,613 *
607	Board of Appeals, Salaries	14,963	15,337 *
701	Library, Salaries	772,225	791,118 *
705	Park and Recreation, Salaries	382,691	388,876 *

At this time Mr. Paul A. Siegenthaler suggested that Town Meeting Members express their appreciation to the Finance Committee, the School Committee and the Executive branch for their hard work in bringing an agreed upon budget to Town Meeting.

ACTION: The main motion under Article 12 (Operating Budget) with the amendments thereto was then presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise, appropriate, and/or transfer for the necessary Town Expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$85,000, from the Landfill C & D Fund in the amount of \$20,000, and from overlay surplus in the amount of \$499,778.74, as follows:

TOWNWIDE EXPENSES:

001. Retirement (Chapter 34)	134,000.
002. Retirement Contributory System	3,525,000.
003. Glover Hospital Accrued Liability	0.

TOWN CLERK'S RECORDS - 2004 ANNUAL TOWN MEETING

004. Health insurance	8,725,700.
005. Insurance Liability Fund (Ch. 10 Acts 2002)	380,000.
006. Unemployment compensation	70,306.
007. Debt Service	2,211,963.
008. Worker's Compensation	385,000.
009. General Insurance	378,000.
010. Property Self Insurance (Chapter 40, Section 13)	20,000.
011. Performance Pay Pool	30,800.
012. Reserve Fund	800,000.

TOTAL: TOWN WIDE EXP. 16,660,769.

GENERAL GOVERNMENT

BOARD OF SELECTMEN/TOWN ADMINISTRATION:

101. Salaries	\$397,189.
102. Purchase or Service	130,351.
103. Expenses	22,441.

TOTAL 549,981.

TOWN CLERK/BOARD OF REGISTRARS

104. Salaries	188,387.
105. Purchase of service	23,470.
106. Expenses	4,300.
107. Tellers/Canvassers/Details	31,078.

TOTAL 247,235.

LEGAL:

108. Salaries	61,244.
109. Purchase of Service	150,000.
110. Expenses	3,500.

TOTAL 214,744.

PERSONNEL BOARD:

111. Salaries	1,562.
112. Purchase of Service	10,000.
113. Expenses	0.
114. Merit Program	4,000.

TOTAL 15,562.

ASSESSORS:

115. Salaries	239,622.
116. Purchase of Service	47,000.
117. Expenses	13,250.

TOTAL 299,872.

FINANCE DEPARTMENT:

118. Salaries	876,415.
119. Purchase of Service	408,064.
120. Expenses	93,005.
121. Capital Outlay	20,000.

TOTAL 1,397,484.

FINANCE COMMITTEE:

122. Salaries	25,625.
123. Purchase of Service	125.
124. Expenses	510.

TOTAL 26,260.

TOTAL: GENERAL GOVERNMENT 2,751,138.

EDUCATION:**SCHOOL DEPARTMENT:**

201. Salaries 29,835,477.
 202. Purchase of Service 3,821,515.
 203. Expenses 808,718.
 204. Capital Outlay 157,560.

TOTAL 34,623,270.

MINUTEMEN REGIONAL HIGH SCHOOL:

205. Assessment 393,015.

TOTAL 393,015.

TOTAL: EDUCATION 35,016,285.

PUBLIC SAFETY**POLICE DEPARTMENT:**

301. Total Salaries 3,938,338.
 302. Purchase of Service 61,300.
 303. Expenses 129,435.
 304. Capital Outlay 134,740.

TOTAL 4,263,813.

FIRE DEPARTMENT:

305. Total Salaries 4,815,245.
 306. Purchase of Service 72,499.
 307. Expenses 150,313.
 308. Capital Outlay 0.

TOTAL 5,038,057.

BUILDING INSPECTION SERVICES:

309. Salaries 279,215
 310. Purchase of Service 3,574.
 311. Expenses 7,736.

TOTAL 290,525.

TOTAL: PUBLIC SAFETY 9,592,395.

PUBLIC FACILITIES**DEPARTMENT OF PUBLIC WORKS:**

401. Salaries 2,521,931.
 402. Purchase of Service 705,399.
 403. Expenses 313,750.
 404. Capital Outlay 0.
 405. Snow & Ice 165,000.

TOTAL 3,706,080.

MBTA COMMUTER PARKING:

106. MBTA Commuter Parking Program 190,275.

TOTAL 190,275.

MUNICIPAL BUILDING MAINTENANCE BOARD:

407. Salaries 2,174,203.
 408. Purchase of Service 2,038,318.
 409. Expenses 316,312.

410. Capital Outlay 0.

TOTAL 4,528,833.

MUNICIPAL STREET LIGHTING:

411. Street Lighting Program 265,000.

TOTAL 265,000.

PERMANENT PUBLIC BUILDING COMMITTEE:

412. Salaries 84,494.
 413. Purchase of Service 1,500.
 414. Expenses 4,300.
 415. Capital Outlay 0.

TOTAL 90,294.

TOTAL: PUBLIC FACILITIES 8,780,482.

HEALTH AND HUMAN SERVICES:**BOARD OF HEALTH:**

501. Salaries 289,816.
 502. Purchase of Service 78,366.
 503. Expenses 7,550.

TOTAL 375,732.

VETERANS' SERVICES:

504. Salaries 53,506.
 505. Purchase of Service 300.
 506. Expenses 3,500.
 507. Veteran's Benefits 30,000.

TOTAL 87,306.

YOUTH COMMISSION:

508. Salaries 181,482.
 509. Purchase of Service 2,800.
 510. Expenses 1,990.

TOTAL 186,272.

COUNCIL ON AGING:

511. Salaries 214,298.
 512. Purchase of Service 3,305.
 513. Expenses 5,175.

TOTAL 222,778.

COMMISSION ON DISABILITIES:

514. Expenses 513.

TOTAL 513.

TOTAL: HEALTH AND HUMAN SERVICES \$872,601.

DEVELOPMENT**PLANNING BOARD:**

601. Salaries 124,160.
 602. Purchase of Service 7,750.
 603. Expenses 3,310.

TOTAL 135,220.

CONSERVATION COMMISSION:

604. Salaries	29,613.
605. Purchase of Service	2,070.
606. Expenses	<u>1,638.</u>
TOTAL	33,321.

BOARD OF APPEALS:

607. Salaries	15,337.
608. Purchase of Service	3,040.
609. Expenses	<u>170.</u>
TOTAL	18,547.

HISTORICAL COMMISSION:

610. Expenses	<u>513.</u>
TOTAL	513.

TOTAL: DEVELOPMENT

187,601.

CULTURAL AND LEISURE SERVICES**LIBRARY:**

701. Salaries	791,118.
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702. Purchase of Service	46,326.
703. Expenses	12,431.
704. Books & Periodicals	<u>151,905.</u>

TOTAL	1,001,780.
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PARK & RECREATION COMMISSION:

705. Salaries	388,876.
706. Purchase of Service	40,778.
707. Expenses	23,347.
708. Capital Outlay	<u>12,000.</u>

TOTAL	465,001.
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MEMORIAL PARK:

709. Expenses	<u>500.</u>
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Total	500.
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TOTAL: CULTURAL & LEISURE SERVICES

1,467,281.

DEPARTMENT BUDGETS:

58,667,783.

TOTAL OPERATING BUDGET

75,328,552.

ARTICLE 13: APPROPRIATE THE FY 2005 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

<u>FY 2005</u>		<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
1001	Salaries	430,660	455,539	464,441
1002	Purchase of service	894,036	879,700	956,200
1003	Expenses	111,773	126,455	127,755
1004	Capital Outlay			
1005	Debt Service	249,517	258,361	217,000
1006	Reserve Fund		41,509	45,000
	Total	1,685,987	1,761,564	1,810,396

And that \$670,000 be raised from the tax levy and transferred to the RTS Enterprise Account; or take any other action relative thereto.

Article 13 Explanation: The Solid Waste and Recycling budget is funded through a combination of property tax revenues and user fees.

MOVED: That the Town vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

<u>FY 2005</u>		<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
1001	Salaries	430,660	455,539	464,441
1002	Purchase of service	894,036	879,700	956,200

1003	Expenses	111,773	126,455	127,755
1004	Capital Outlay			
1005	Debt Service	249,517	258,361	217,000
1006	Reserve Fund		41,509	45,000
	Total	1,685,987	1,761,564	1,810,396

And that \$670,000 be raised from the tax levy and transferred to the RTS Enterprise Account

A motion to amend the following line item was offered by Mr. John A. Bulian:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
1001	Salaries	\$464,441	\$466,591.

Mr. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He noted that the funding of this budget is a combination of property taxes and user fees. The Board of Selectmen asks for support of this article.

Mr. Peter W. Adams, member, advised that the Finance Committee recommends adoption of this article.

Mr. Siegenthaler noted that the tax levy currently supplies 37% of the RTS funds while it was 50% in prior years. Mr. Bulian stated that the Town and the RTS are in a time of flux. The town is coming to the end of a 20-year contract. Mr. Richard B. Weitzen suggested that the transfer station has a capacity of 60,000 tons per year and is currently using about 13,000 tons and that this is a potential source of revenue.

After a brief discussion, a motion to move the previous question was offered by Mr. Ford H. Peckham. The motion was presented and carried by a two-thirds vote as declared by the Moderator.

Mr. Bulian's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried by voice vote.

VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

<u>FY 2005</u>		<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
1001	Salaries	430,660	455,539	466,591
1002	Purchase of service	894,036	879,700	956,200
1003	Expenses	111,773	126,455	127,755
1004	Capital Outlay			
1005	Debt Service	249,517	258,361	217,000
1006	Reserve Fund		41,509	45,000
	Total	1,685,987	1,761,564	1,812,546

And that \$670,000 be raised from the tax levy and transferred to the RTS Enterprise Account.

ARTICLE 14: APPROPRIATE THE FY 2005 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

<u>FY 2005</u>	<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
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2001	Salaries	425,067	485,880	496,976
2002	Purchase of Service	153,615	126,629	139,629
2003	Expenses	55,090	66,658	66,658
2004	Capital outlay	15,958		25,000
2005	MWRA assessment	4,678,829	4,695,589	4,765,682
2006	Debt service	1,042,733	1,088,010	1,088,010
2007	Reserve Fund		35,000	35,000
	Total	6,371,292	6,497,766	6,616,955

or take any other action relative thereto.

Article 14 Explanation: The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the entire cost of operations.

MOVED: That the Town vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

FY 2005		Expended FY 2003	Appropriated FY 2004	Recommended FY2005
2001	Salaries	425,067	485,880	496,976
2002	Purchase of Service	153,615	126,629	139,629
2003	Expenses	55,090	66,658	66,658
2004	Capital outlay	15,958		25,000
2005	MWRA assessment	4,678,829	4,695,589	4,765,682
2006	Debt service	1,042,733	1,088,010	1,088,010
2007	Reserve Fund		35,000	35,000
	Total	6,371,292	6,497,766	6,616,955

A motion to amend the following line item was offered by Mr. John H. Cogswell:

Line Item	Appropriation	Changing From	Changing To
2001	Salaries	\$496,976	\$499,202.

Mr. John H. Cogswell, Selectman, addressed this proposal on behalf of the Board of Selectmen. He advised that the Board of Selectmen have a policy of replacing 2 of the 26 pumps annually. The Sewer Enterprise Fund is self-supporting.

Mr. Mark P. Fachetti, member, recommended adoption of this proposal on behalf of the Finance Committee.

Mr. Cogswell's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

FY 2005		Expended FY 2003	Appropriated FY 2004	Recommended FY2005
2001	Salaries	425,067	485,880	499,202
2002	Purchase of Service	153,615	126,629	139,629
2003	Expenses	55,090	66,658	66,658
2004	Capital outlay	15,958		25,000

2005	MWRA assessment	4,678,829	4,695,589	4,765,682
2006	Debt service	1,042,733	1,088,010	1,088,010
2007	Reserve Fund		35,000	35,000
	Total	6,371,292	6,497,766	6,619,181

ARTICLE 15: APPROPRIATE THE FY 2005 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

FY 2005		Expended FY 2003	Appropriated FY 2004	Recommended FY2005
3001	Salaries	694,178	780,664	797,212
3002	Purchase of service	345,104	330,752	350,752
3003	Expenses	325,336	341,225	395,545
3004	Capital outlay		20,000	20,000
3005	MWRA assessment	729,898	1,066,066	793,683
3006	Debt service	1,058,875	1,105,601	1,105,601
3007	Reserve Fund		75,000	75,000
	Total	3,153,391	3,719,308	3,537,793

or take any other action relative thereto.

Article 15 Explanation: The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

MOVED: That the Town vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

FY 2005		Expended FY 2003	Appropriated FY 2004	Recommended FY2005
3001	Salaries	694,178	780,664	797,212
3002	Purchase of service	345,104	330,752	350,752
3003	Expenses	325,336	341,225	395,545
3004	Capital outlay		20,000	20,000
3005	MWRA assessment	729,898	1,066,066	793,683
3006	Debt service	1,058,875	1,105,601	1,105,601
3007	Reserve Fund		75,000	75,000
	Total	3,153,391	3,719,308	3,537,793

A motion to amend the following line item was offered by Mr. John H. Cogswell:

Line Item	Appropriation	Changing From	Changing To
3001	Salaries	\$797,212	\$801,548.

Mr. John H. Cogswell, Selectman, recommended support of this proposal on behalf of the Board of Selectmen.

Ms. Jane A. Howard, member, recommended adoption of this proposal on behalf of the Finance Committee.

Mr. Cogswell's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

FY 2005		Expended FY 2003	Appropriated FY 2004	Recommended FY2005
3001	Salaries	694,178	780,664	801,548
3002	Purchase of service	345,104	330,752	350,752
3003	Expenses	325,336	341,225	395,545
3004	Capital outlay		20,000	20,000
3005	MWRA assessment	729,898	1,066,066	793,683
3006	Debt service	1,058,875	1,105,601	1,105,601
3007	Reserve Fund		75,000	75,000
	Total	3,153,391	3,719,308	3,542,129

Article 16 was previously adopted by unanimous vote.

Article 17 was previously adopted by unanimous vote.

Article 18 was previously adopted by unanimous vote.

ARTICLE 19: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Board of Selectmen to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

Article 19 Explanation: State law requires that Town Meeting approve the use of funds received from the State for road construction purposes. In FY04, the Town was allocated \$467,774 in Chapter 90 funding.

MOVED: That the Town vote to authorize the Board of Selectmen to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department.

Mr. John H. Cogswell, Selectman, recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Damon J. Borrelli, member, urged adoption of this proposal on behalf of the Finance Committee.

In response to an inquiry from Mr. Bradley M. Christenson, Mr. Cogswell acknowledged that the state uses a

formula based, in part, on mileage to disperse funds for town ways.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 20 was previously adopted by unanimous vote.

ARTICLE 21 was previously withdrawn on May 3, 2004.

ARTICLE 22: APPROPRIATE FOR POLICE RADIO SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$56,000 to upgrade the Police Department radio system, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

Article 22 Explanation: The radio equipment is the basic means of communication in Police cruisers. It is the means by which communications with the station, other officers and/or other cruisers is instantaneously achieved. The present radios are 13 to 15 years old. The government's life expectancy for this equipment is 7 to 15 years. This equipment is outdated, parts are not always available, and service requests are more frequent and expensive. The result of this faulty and unreliable equipment is diminished safety and reduced quality of service to the citizens of the Town. The FCC will require, by January 1, 2008, that any license sought or renewed be of "narrow band" type. This equipment meets that requirement.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$56,000 to upgrade the Police Department radio system, to be spent under the direction of the Board of Selectmen and raised from the tax levy.

Mr. James G. Healy, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that this

proposal is for voice communication and upgrades the Police Department radio system.

Mr. John W. Filoon III, member, noted that this proposal is a one-year appropriation. He recommended adoption on behalf of the Finance Committee.

In response to several inquiries, Mr. Healy explained that the radios can easily be removed from old cruisers and placed in new cruisers. Mr. Healy further explained that the Town is working on a grant to upgrade the Fire Department radio system which was the subject matter of withdrawn Article 21. The Police Department radio system was the most urgent.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 23 was previously withdrawn on May 3, 2004.

ARTICLE 24: APPROPRIATE FOR FIRE ENGINE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$365,000 to purchase a fire engine, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

Article 24 Explanation: The average life span for a front line fire truck is 15 years. Two engines are now rated in poor condition. When the Fire Department purchases a new fire engine, it becomes the front line vehicle with the engine in the poorest condition being retired. The fire engine with the second greatest wear and tear is designated as the reserve engine. The reserve engine is used very frequently when a unit is out of service for any reason. This includes situations when a truck is out of town on mutual aid, out of service for repairs, or utilized for fire details. This practice maximizes the life and utility of the fire fleet and maintains an acceptable safety level.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$365,000 to purchase a fire engine, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7.

Mr. James G. Healy, Chairman, addressed this proposal on behalf of the Board of Selectmen. He advised that the Board of Selectmen voted unanimously to support this proposal.

Mr. Stephen A. Jones, member, recommended adoption on behalf of the Finance Committee.

In response to several inquiries, Mr. Healy assured Town Meeting that this fire engine would not cause weight problems in the fire station and would fit under various porticos.

After a brief discussion a motion to move the previous question was offered by Mr. Maurice P. Handel. The motion was presented and carried unanimously by voice vote.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 25: APPROPRIATE FOR FIRE BRUSH TRUCK

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$38,000 to purchase a brush truck for the Fire Department, to be spent under the direction of the Board of Selectmen and raised from the tax levy, or take any other action relative thereto.

Article 25 Explanation: Fire vehicle C-6 is a pick-up truck used for utility purposes year round. In addition, it has a slide-in brush fire unit and serves as the Town's forestry brush fire vehicle. The slide-in brush fire unit was funded for replacement at the May 2000 Annual Town Meeting. Unit C-6, the pick-up that holds the slide-in unit, is a 1993 Ford F-350 and will be twelve (12) years old at the time of replacement. In addition to its role in fighting brush fires, it is also used for many other purposes including fire suppression, transportation of supplies to fire scenes, pulling the hazardous materials trailer, and pulling the department's boat used for water rescues. Though it has relatively low mileage, it has experienced many hours at idle which causes wear and tear on the engine. It is beyond the age that it can be relied on, particularly for off-road uses. This request was presented to the May 2001 Annual Town Meeting and withdrawn due to funding priorities. The purchase of this truck was deferred again in fiscal year 2003.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$38,000 to purchase a brush truck for the Fire Department, to be spent under the direction of the Board of Selectmen and raised from the tax levy.

Mr. James G. Healy, Chairman, recommended adoption of this proposal on behalf of the Board of Selectmen. He explained that the present brush truck is a 1993 Ford pick-up which spends long hours idling. The new piece of equipment is more than just a truck. It fights brush fires and small residential fires.

Mr. John W. Filoon III, member, recommended adoption on behalf of the Finance Committee. He noted that this is the only unit that can go off road.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 26: APPROPRIATE FOR VEHICLE AND EQUIPMENT REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$309,000 for vehicle and equipment replacement, to be spent under the direction of the Board of Selectmen, \$238,523 to be raised from the tax levy, \$45,000 to be raised from water receipts, and \$25,477 appropriated under Article 49 of the 2000 Annual Town Meeting to be transferred, or take any other action relative thereto.

Article 26 Explanation: This request is for municipal vehicles for a number of departments. This article would fund the replacement of four DPW pick-up trucks that will be downsized from heavy trucks (F-150, F-250 and F-350) to compact pick-ups (Ford Ranger). The appropriation would also fund the replacement of five passenger vehicles used by the Building,

Assessors and Health Departments. These vehicles are typically on their second or third use, are more than 12 years old, and are in poor to fair condition. Third, this article would fund the replacement of the Fire Chief's vehicle. The current automobile is a 1999 Ford Crown Victoria. This vehicle has 98,000 miles and is in fair to poor condition. It is not dependable and is in need of constant repairs. The current automobile will be passed down to the Deputy Chief of Operations, who is using a 1994 Ford automobile with well over 100,000 miles on it. Finally, the appropriation would fund the replacement of a standard dump truck with a special hook lift truck with multiple bodies. This versatile vehicle will serve many uses at the Department of Public Works.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$309,000 for vehicle and equipment replacement, to be spent under the direction of the Board of Selectmen, \$238,523 to be raised from the tax levy, \$45,000 to be raised from water receipts, and \$25,477 appropriated under Article 49 of the 2000 Annual Town Meeting to be transferred.

A motion to amend was offered by Mr. John H. Cogswell as follows: By striking the number "\$309,000" and inserting in place thereof the number "\$192,500" and by striking the number "\$238,523" and inserting in place thereof the number "\$122,023".

Mr. John H. Cogswell addressed this proposal on behalf of the Board of Selectmen. He explained that the Board has agreed to delay the truck request until this fall.

Mr. Stephen A. Jonas, member, recommended adoption of the amended proposal with \$122,023 to be raised from the tax levy, \$45,000 from water receipts, and \$25,477 from Article 49 of the 2000 Annual Town Meeting.

In response to several inquiries, Mr. Cogswell explained that smaller vehicles do not last five years so the town chooses the medium-sized vehicles.

After a brief discussion, a motion to move the previous question was offered by Mr. Bernard H. Ford. The motion was presented and carried unanimously by voice vote.

Mr. Cogswell's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of \$192,500 for vehicle and equipment replacement, to be spent under the direction of the Board of Selectmen, \$122,023 to be raised from the tax levy, \$45,000 to be raised from water receipts, and \$25,477 appropriated under Article 49 of the 2000 Annual Town Meeting to be transferred.

Article 27 was previously voted by unanimous vote.

Article 28 was previously voted by unanimous vote.

Article 29 was previously voted by unanimous vote.

Article 30 was previously voted by unanimous vote.

Article 31 was previously withdrawn on May 3, 2004.

ARTICLE 32: APPROPRIATE FOR MITCHELL SCHOOL MEDIA CENTER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$62,000 to renovate the media center at the Mitchell School, to be spent under the direction of the Municipal Building Maintenance Board/School Committee and raised from the tax levy, or take any other action relative thereto.

Article 32 Explanation: This request addresses the need to update and reconfigure the shelving and furniture at the Mitchell School Media Center (Library), and to provide needed maintenance/repair. Some of the current shelving was installed with the addition to Mitchell School in 1959. The rest is an eclectic shelving arrangement from the old Carter School, and other second-hand sources. Several of the units are bent and rusted. This request also includes an updated circulation desk, computer tables with cable management, and twenty-five additional chairs. Additionally, this request funds painting, carpet replacement, ceiling tile installation, window shade installation, air conditioning, and electrical upgrades.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$62,000 to renovate the media center at the Mitchell School, to be spent under the direction of the Municipal Building Maintenance Board/School Committee and raised from the tax levy.

Mr. James G. Healy, Chairman, addressed this proposal on behalf of the Board of Selectmen. Mrs. Jane A. Howard and Mr. Gary C. Crossen recommended adoption of this proposal on behalf of the Finance Committee and the School Committee respectively.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 33: APPROPRIATE FOR SCHOOL TECHNOLOGY PLAN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$185,000 to upgrade computer inventory, to be spent under the direction of the School Committee and raised from the tax levy; or take any other action relative thereto.

Article 33 Explanation: This request will upgrade 12% of the School Department's computer inventory to accept new software applications and provide access to Internet resources, on a six-year replacement cycle. The request will provide adequate workstations and associated peripherals for all instructional areas: computer labs, school media centers, classrooms, special education programs, and tutorial areas. The request also includes upgrades for administrative computers and upgrades for administrative software.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$185,000 to upgrade computer inventory,

to be spent under the direction of the School Committee and raised from the tax levy.

A motion to amend was offered by Mr. Gerald A. Wasserman that the main motion under Article 33 be amended as follows: By striking the number "\$185,000" and inserting in place thereof the number "\$128,000".

Mr. Gerald A. Wasserman, Selectman, recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Damon J. Borrelli, Vice Chairman, indicated that this is a 6-year computer replacement cycle. He urged adoption on behalf of the Finance Committee.

In response in an inquiry from Mrs. Margaret Leslie Pantridge, Mr. Michael J. Greis stated that a two-part platform could not be supported without additional staff.

Mr. John J. Frankenthaler questioned what type of computers students have at home. Mrs. Barbara K. Popper suggested that both the middle and elementary schools have the same support.

After a brief discussion, a motion to move the previous question on the motion to amend and the main motion was offered by Mr. Ford H. Peckham. The motion was presented and carried unanimously by voice vote.

Mr. Wasserman's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of \$128,000 to upgrade computer inventory, to be spent under the direction of the School Committee and raised from the tax levy.

ARTICLE 34: APPROPRIATE FOR SCHOOL COPIER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$40,000 to upgrade photocopy equipment in the School Department, to be spent under the direction of the School Committee and raised from the tax levy, or take any other action relative thereto.

Article 34 Explanation: This request represents second-year funding of a regular replacement cycle for photocopiers within the School Department. The School Department owns 34 copy machines, 32% of which will be seven plus years old in FY05. Last year, nine machines were upgraded. The FY05 request would replace five photocopiers and one risographic reproduction machine, which are between seven and eight years old. Copy machines are heavily utilized in the School system. The oldest machines are inefficient copy makers, need constant maintenance and repair, and generally cost more to service than they are worth.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$40,000 to upgrade photocopy equipment in the School Department, to be spent under the direction of the School Committee and raised from the tax levy.

Mr. James G. Healy, Chairman, recommended adoption of this proposal on behalf of the Board of Selectmen. He stated that this appropriation is to replace a portion of the school photo copiers.

Mr. John W. Filoon III, member, stated that this is the second year in the copier replacement schedule. He recommended adoption of this proposal on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 35: APPROPRIATE FOR SCHOOL FURNITURE AND EQUIPMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,500 for replacement of furniture and equipment in the School Department, to be spent under the direction of the School Committee and raised from the tax levy, or take any other action relative thereto.

Article 35 Explanation: This request would fund furniture replacement at those school buildings that have not undergone or are scheduled to undergo, major/renovation or repair projects. In addition, it provides ongoing funding to replace expensive musical instruments such as pianos, bass clarinets, french horns, cellos, tubas, etc., which students are not expected to purchase, and which are now between 30-40+ years old. Classroom furniture at Hillside, Mitchell, Newman and Pollard Schools is heavily utilized, and often in a state of disrepair after decades of heavy use. In FY05 (the first year of a five-year request), the following furniture would be replaced: Hillside faculty room (\$1,450), one Pollard science classroom (\$4,000), one Pollard regular classroom (\$3,750), one elementary classroom (\$5,200), and administrative furniture at various school buildings (\$6,000). Additionally, the following musical instruments would be replaced: Hillside piano (\$5,000, 25+ years old), High School bass clarinet (\$4,500, 30+ years old), High School euphonium (\$3,900, 30+ years old), and two High School piccolos (\$1,600, 25+ years old.) The Director of Fine and Performing Arts estimates that a ten-year musical instrument replacement cycle of \$15,000/year, would provide the children of Needham with resources to last the next 25+ years.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$35,500 for replacement of furniture and equipment in the School Department, to be spent under the direction of the School Committee and raised from the tax levy.

Mr. John A. Bulian, Selectman, addressed this proposal. He explained that this proposal is the first year of a five-year replacement cycle. The Board of Selectmen voted unanimously to support this article.

Mr. John W. Filoon III, member, recommended adoption of this proposal on behalf of the Finance Committee. He explained that the school equipment and furniture is definitely outdated and in need of replacement.

ACTION: The main motion was presented and carried unanimously by voice vote.

At 10:58 P.M. Mr. Paul H. Attridge moved that the Annual Town Meeting stand adjourned to Monday, May 10, 2004 at 7:30 P.M. at the Newman School, and it was so voted unanimously.

Theodora K. Eaton, CMMC
Town Clerk

a true copy
ATTEST:

* * * * *

ADJOURNED ANNUAL TOWN MEETING

Monday, May 10, 2004

Pursuant to adjournment of the Annual Town Meeting held May 5, 2004, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman School on Monday, May 10, 2004, at 7:30 P.M.

Check lists were used and 220 voters were checked on the list as being present, including 232 Town Meeting Members.

At the designation of Caroline B. Edge, President of the Needham Clergy Association, Paul Gardner, First Church of Christ Scientist, gave the invocation.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

Unanimous consent was given to suspend the proceedings for the eighth annual Richard Patten Melick Foundation awards. Mr. William R. Dermody, President, introduced members of the Board of Directors, Cynthia J. Chaston and Jean T. Lindblad, who presented this year's awards to John P. Connelly and Shirley Muther respectively.

Mr. James G. Healy, Chairman, Board of Selectmen, moved that the Annual Town Meeting stand adjourned until such time as the Special Town Meeting called for this evening at 7:30 P.M. is either adjourned or dissolved. It was so voted unanimously.

* * * * *

SPECIAL TOWN MEETING

Monday, May 10, 2004

Pursuant to a warrant issued by the Selectmen on April 14, 2004, this meeting was called for May 10, 2004 at 7:30 P.M.

The call to the meeting and the Officer's Return were read by the Town Clerk.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. As in the Annual Town Meeting, any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be

adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously. He announced that the proponents of Article 7 requested unanimous consent to withdraw this article and it was so given. Town Meeting Members wished to "question" or "debate" all articles in the Special Town Meeting Warrant.

ARTICLE 1: AMEND ZONING BY-LAW - SCHEDULE OF USE REGULATIONS AND DIMENSIONAL REQUIREMENTS FOR COMMERCIAL DISTRICTS

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by revising the entry which reads in part "Apartment or multifamily dwelling", so that it shall now read as follows (new language underlined):

"USE B CSB CB ASB HAB

Apartment or multifamily dwelling

*Allowed on second floor only;

** Allowed on second floor and in half-story directly above second floor only;

consistent with density requirements for A-1

N SP* SP** SP SP"

2. In Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.3, Height Limitation, by revising the first paragraph thereof so that it shall read as follows (new language underlined):

"In a Business District, the limit of height of a building or structure shall be three (3) stories not to exceed forty (40) feet, provided that in no event shall any building contain more than three floors used for occupancy; in the Center Business District, the limit of height of a building or structure shall be two and one-half (2 1/2) stories not to exceed thirty-five (35) feet, provided that in no event shall any building contain more than two floors used for non-residential occupancy other than storage, residential occupancy being permitted on the second floor and in the half-story directly above the second floor consistent with the use and density requirements of Section 3.2.2."

Or take any other action relative thereto.

Article 1 Explanation: At present, only the second floor of buildings in the Center Business District may be used for residential purposes, even though the by-Law allows buildings up to two and one-half stories high. This article would allow the use of the half-story above the second story for residential purposes through a change to the use table at Section 3.2 and the dimensional requirements at Section 4.4, but would keep all other height and density requirements intact.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by

revising the entry which reads in part "Apartment or multifamily dwelling", so that it shall now read as follows (new language underlined):

"USE

B CSB CB ASB HAB

Apartment or multifamily dwelling

*Allowed on second floor only;

** Allowed on second floor and in half-story

directly above second floor only;

consistent with density requirements for A-1

N SP* SP** SP SP"

2. In Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.3, Height Limitation, by revising the first paragraph thereof so that it shall read as follows (new language underlined):

"In a Business District, the limit of height of a building or structure shall be three (3) stories not to exceed forty (40) feet, provided that in no event shall any building contain more than three floors used for occupancy; in the Center Business District, the limit of height of a building or structure shall be two and one-half (2 1/2) stories not to exceed thirty-five (35) feet, provided that in no event shall any building contain more than two floors used for non-residential occupancy other than storage, residential occupancy being permitted on the second floor and in the half-story directly above the second floor consistent with the use and density requirements of Section 3.2.2."

Mr. Paul Killeen, member, addressed this proposal and recommended adoption on behalf of the Planning Board. This Zoning By-Law amendment allows the use of the half-story above the second story to be used for residential purposes in the Center Business District.

Mr. John H. Cogswell, Selectman, advised that the Board of Selectmen strongly recommends adoption of this article.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 2: AMEND ZONING BY-LAW - MAXIMUM BUILDING BULK

To see if the Town will vote to amend the Needham Zoning By-Law, In Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.2, Maximum Building Bulk, by revising paragraph (b) thereof so that it shall read as follows (new language underlined):

" b) Buildings and structures which are located on property in the Center Business District are not limited to the maximum lot coverage requirements of this Section 4.4.2 as specified in Table 1, but shall have a maximum floor area ratio of 1.0 or the floor area ratio in existence on January 1, 1990, whichever is greater. (See also Section 4.4.5). Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit in the Center Business District that exempts the floor area of an underground parking garage and the floor area of the

underground portion of a building devoted in whole or in part to the parking of automobiles from being counted as floor area for purposes of determining maximum floor area ratio."

Or take any other action relative thereto.

Article 2 Explanation: At present, underground parking areas are included in the calculation of floor area ratio. As a result, there is no incentive to create underground parking, as it would reduce the maximum size of the building above. This article would allow the Planning Board to grant a special permit to exempt underground parking areas from the calculation of floor area ratio in the Center Business District, where current parking is limited.

MOVED: That the Town vote to amend the Needham Zoning By-Law, In Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.2, Maximum Building Bulk, by revising paragraph (b) thereof so that it shall read as follows (new language underlined):

" b) Buildings and structures which are located on property in the Center Business District are not limited to the maximum lot coverage requirements of this Section 4.4.2 as specified in Table 1, but shall have a maximum floor area ratio of 1.0 or the floor area ratio in existence on January 1, 1990, whichever is greater. (See also Section 4.4.5). Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit in the Center Business District that exempts the floor area of an underground parking garage and the floor area of the underground portion of a building devoted in whole or in part to the parking of automobiles from being counted as floor area for purposes of determining maximum floor area ratio."

Mr. Paul Killeen, member, addressed this proposal and recommended adoption on behalf of the Planning Board. He advised that at present, underground parking areas are included in the calculation of floor area ratio. As a result, there is no incentive to create underground parking, as it would reduce the maximum size of the building above. This article would allow the Planning Board to grant a special permit to exempt underground parking areas from the calculation of floor area ratio in the Center Business District, where current parking is limited.

Mr. John H. Cogswell, Selectman, advised that the Board of Selectmen strongly recommends adoption of this article.

In response to an inquiry from Mrs. Margaret Leslie Pantridge regarding making this an allowable use, Mr. Killeen advised that all areas need a site plan review and the Planning Board plans to study this amendment for all business districts.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 3: FUND COLLECTIVE BARGAINING AGREEMENT - POLICE SUPERIOR OFFICERS

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Association, and to recommend

amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

Article 3 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Association, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same.

Mr. Gerald A. Wasserman, Selectman, addressed this proposal on behalf of the Board of Selectmen. He reviewed the negotiating process and advised that the Police Superior Officers Association have agreed to accept the West Suburban Health Care Group.

Mr. Stephen A. Jonas, member, recommended adoption on behalf of the Finance Committee. He advised that the financial impact is small - \$5200 plus a defibrillator in FY2004, \$6400 in FY2005, and \$8100 in FY2006.

In response to an inquiry from Mr. Alan S. Fanger, Mr. Wasserman stated that the Board of Selectmen have never been asked to provide more detail on contract negotiations, but will do so in the future.

Mr. Martin L. B. Walter urged the Board of Selectmen to continue to look at negotiating away from the sick leave buyback benefit.

ACTION: The main motion was presented and carried by voice vote.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT - FIRE UNITS A, B, AND C

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, Units A, B and C, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

Article 4 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, Units A, B and C, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same.

Mr. Gerald A. Wasserman, Selectmen, addressed this proposal on behalf of the Board of Selectmen. He stated that this bargaining agreement is between the Town and Fire Units A, B, and C. The agreement calls for the following wage increases: 1% in FY2004, 2½% in FY2005, and 3% in FY2006. The three Units also agreed to accept the West Suburban Health Care Group.

Mr. Stephen A. Jonas, member, recommended adoption on behalf of the Finance Committee. He advised that the financial impact is \$44,000 in FY2004, \$111,000 in FY2005, and \$142,000 in FY2006.

In response to an inquiry from Mr. Russell S. Broad, Mr. Wasserman advised this the West Suburban Health Care Group is a cooperative and the rates are generally lower. The Town pays \$68% and the employees pay 32% for health care.

In response to an inquiry from Mr. Ford H. Peckham, Mr. Wasserman stated that the Board of Selectmen is not aware that paramedics' wages are lower in Needham. He also explained that this union agreed with the new contract.

ACTION: The main motion was presented and carried by voice vote.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT - SEIU/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the SEIU/DPW Union, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting; and to recommend amending the necessary line items in the 2004 Water Enterprise Fund budget adopted under Article 22 of the 2003 Annual Town Meeting, and amended under Article 10 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 10 of this Special Town Meeting; and to recommend amending the necessary line items in the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting, and amended under Article 11 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 11 of this Special Town Meeting; and to recommend amending the necessary line items in the fiscal year 2004 Solid Waste/Recycling Enterprise Fund Budget adopted under Article 24 of the 2003 Annual Town Meeting and proposed to be amended under Article 12 of this Special Town Meeting to fund same; or take any other action relative thereto.

Article 5 Explanation: At the time of the printing of the warrant, the parties had not yet reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the SEIU/DPW Union, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting; and to recommend amending the necessary line items in the 2004 Water Enterprise Fund budget adopted under Article 22 of the 2003 Annual Town Meeting, and amended under Article 10 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 10 of this Special Town Meeting; and to recommend amending the necessary line items in the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting, and amended under Article

11 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 11 of this Special Town Meeting; and to recommend amending the necessary line items in the fiscal year 2004 Solid Waste/Recycling Enterprise Fund Budget adopted under Article 24 of the 2003 Annual Town Meeting and proposed to be amended under Article 12 of this Special Town Meeting to fund same.

Mr. Gerald A. Wasserman, Selectman, addressed this proposal on behalf of the Board of Selectmen. He advised that this is if a one-year agreement for FY2004 between the Town and the SEIU/DPW Union. They are still in negotiations for FY2005 and FY2006.

Mr. Mark P. Fachetti, member, recommended adoption on behalf of the Finance Committee. He stated that the cost for the one-year agreement is \$27,000.

ACTION: The main motion was presented and carried by majority vote.

ARTICLE 6: FUND COLLECTIVE
BARGAINING AGREEMENT - AFSCME, COUNCIL 93,
LOCAL 335 (CUSTODIANS AND MAINTENANCE
WORKERS)

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and AFSCME, Council 93, Local 335, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the May 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same; or take any other action relative thereto.

Article 6 Explanation: The Town and the AFSCME Union have reached agreement on a collective bargaining agreement for fiscal years 2004 and 2005. If the Agreement is funded by Town Meeting, base wages will increase by 1% for fiscal year 2004 and 2.5% for fiscal year 2005. A summary of all provisions contained in the agreement will be distributed to Town Meeting Members at or before the Special Town Meeting.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and AFSCME, Council 93, Local 335, and to recommend amending the necessary line items in the fiscal year 2004 operating budget adopted under Article 21 of the May 2003 Annual Town Meeting, amended under Article 9 of the November 12, 2003 Special Town Meeting, and proposed to be amended under Article 9 of this Special Town Meeting to fund same.

Mr. Gerald A. Wasserman, Selectmen, addressed this proposal on behalf of the Board of Selectmen. He advised that the AFSCME Union have reached an agreement with the Town for 1% for FY2004 and 2½ % for FY2005.

Mr. Richard S. Creem, member, addressed this proposal and recommended adoption on behalf of the Finance Committee. The financial impact for these wages is \$20,750 in FY2004 and \$48,500 in FY2005.

Mr. William M. Powers stated that the Town might want to retain some of the suggestions received for future use such as Mr. Martin L. B. Walter's suggestion to negotiate away from the sick leave buyback benefit.

ACTION: The main motion was presented and carried by majority vote.

ARTICLE 7 was previously withdrawn on May 10, 2004.

ARTICLE 8: APPROPRIATE FOR PUBLIC SAFETY
MATCHING GRANT

To see if the Town will vote to raise, appropriate, and/or transfer the sum of \$12,487 for the purpose of funding the Town's required contribution for the U.S. Department of Justice Office of Community Policing Services (COPS) grant award, said sum to be transferred from line item 212 of the FY04 operating budget (Reserve Fund); or take any other action relative thereto.

Article 8 Explanation: The Town has been awarded a federal grant from the Department of Justice for the COPS Homeland Security Overtime Program. The grant requires a town appropriation equal to 25% of the grant total which cannot come from funds previously budgeted for public safety operations. This overtime grant has helped defray some of the costs incurred due to the impact of homeland security activities and the loss of an officer to active duty. The town would have to forfeit the grant if it does not meet the required cash contribution; the expenses incurred would have been incurred even without the grant.

MOVED: That the Town vote to raise, appropriate, and/or transfer the sum of \$12,487 for the purpose of funding the Town's required contribution for the U.S. Department of Justice Office of Community Policing Services (COPS) grant award, said sum to be transferred from line item 212 of the FY04 operating budget (Reserve Fund).

Mr. James G. Healy, Chairman, addressed this proposal on behalf of the Board of selectmen. He explained that the Town has been awarded a federal grant for the COPS Homeland Security Overtime Program. This money can and has been used to fill the patrols of an officer in the military.

Mr. Stephen A. Jonas, member, recommended adoption of this proposal on behalf of the Finance Committee. He stated that this would complete the town's obligation to fund Homeland Security and the \$12,487 would be a transfer out of the reserve fund and reflected in Article 9.

In response to an inquiry from Mrs. Jill E. Owens, Mr. Healy stated that this is a one-year grant, but is available in future years.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 9: AMEND FISCAL YEAR 2004
OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and amended under Article 9 of the Special Town Meeting held on November 12, 2003, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
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TOWN OF NEEDHAM

212	Reserve Fund	\$1,216,745	\$1,182,258
401	Police, Salaries	\$3,862,766	\$3,836,266
402	Police, Purchase of Service	\$61,300	\$64,800
403	Police, Department Expenses	\$130,935	\$153,935
405	Fire, Salaries	\$4,913,565	To Be Determined
406	Fire, Purchase of Service	\$51,385	\$58,385
407	Fire, Expenses	\$148,313	\$141,313
501	Public Works, Salaries	\$2,433,838	To Be Determined
506	Building Maintenance, Salaries	\$2,117,999	\$2,138,749
507	Building Maintenance Purchase	\$1,782,441	\$1,807,441
508	Building Maintenance Expenses	\$309,062	\$310,312

and that \$25,000 be transferred from the Insurance Proceeds Over \$20,000 account; or take any other action relative thereto.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and amended under Article 9 of the Special Town Meeting held on November 12, 2003, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
212	Reserve Fund	\$1,216,745	\$1,182,258
401	Police, Salaries	\$3,862,766	\$3,836,266
402	Police, Purchase of Service	\$61,300	\$64,800
403	Police, Department Expenses	\$130,935	\$153,935
405	Fire, Salaries	\$4,913,565	To Be Determined
406	Fire, Purchase of Service	\$51,385	\$58,385
407	Fire, Expenses	\$148,313	\$141,313
501	Public Works, Salaries	\$2,433,838	To Be Determined
506	Building Maintenance, Salaries	\$2,117,999	\$2,138,749
507	Building Maintenance Purchase	\$1,782,441	\$1,807,441
508	Building Maintenance Expenses	\$309,062	\$310,312

and that \$25,000 be transferred from the Insurance Proceeds Over \$20,000 account.

The following motion to amend was offered by Mr. Theodore Weiner:

Line Item	Appropriation	Changing From	Changing To
212	Finance Committee Reserve Fund	\$1,216,745	\$1,125,158
405	Fire Salaries	4,913,565	4,957,565
301	Public Works Salaries	2,433,838	2,446,938

TOWN CLERK'S RECORDS - 2004 SPECIAL TOWN MEETING

Mr. Theodore Weiner, chairman, addressed this proposal and recommended adoption on behalf of the Finance Committee.

Mr. Brian M. Sosner suggested that he would like additional information under Line Items 506, 507, and 508 and would like the budget schedule laid out per building, square footage, health insurance costs, and maintenance costs.

After a brief discussion, Mr. Weiner's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Operating Budget adopted under Article 21 of the May 2003 Annual Town Meeting and amended under Article 9 of the Special Town Meeting held on November 12, 2003, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
212	Reserve Fund	\$1,216,745	\$1,125,158
401	Police, Salaries	\$3,862,766	\$3,836,266
402	Police, Purchase of Service	\$61,300	\$64,800
403	Police, Department Expenses	\$130,935	\$153,935
405	Fire, Salaries	\$4,913,565	\$4,957,565
406	Fire, Purchase of Service	\$51,385	\$58,385
407	Fire, Expenses	\$148,313	\$141,313
501	Public Works, Salaries	\$2,433,838	\$2,446,938
506	Building Maintenance, Salaries	\$2,117,999	\$2,138,749
507	Building Maintenance Purchase	\$1,782,441	\$1,807,441
508	Building Maintenance Expenses	\$309,062	\$310,312

and that \$25,000 be transferred from the Insurance Proceeds Over \$20,000 account.

ARTICLE 10: AMEND FISCAL YEAR 2004 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Water Enterprise Fund Budget adopted under Article 22 of the 2003 Annual Town Meeting, and amended under Article 10 of the November 12, 2003 Special Town meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	\$780,664	\$754,664
902	Purchase of Service	\$330,752	\$393,752

and further that the amounts be funded through a transfer from Water Enterprise Fund retained earnings; or take any other action relative thereto.

Article 10 Explanation: In the event that a collective bargaining agreement is approved between the Town and the SEIU/DPW Union, the salary line item will need to be adjusted. The purchase of service line item is proposed to be adjusted partially through a transfer from the salary line item and partly through a transfer from retained earnings to fund the unanticipated need to redevelop the three wells at the Charles River Wellfield.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Water Enterprise Fund Budget adopted under Article 22 of the 2003 Annual Town Meeting, and amended under Article 10 of the November 12, 2003 Special Town meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	\$780,664	\$754,664
902	Purchase of Service	\$330,752	\$393,752

and further that the amounts be funded through a transfer from Water Enterprise Fund retained earnings.

The following motion to amend was offered by Mr. John A. Bulian: That the following line items in the main motion be amended as follows:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	\$780,664	\$761,089

Mr. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that contract negotiations reflect the increase in the salary line item and the additional \$60,000 in Purchase of Service is for well redevelopment.

Mrs. Laura A. Brooks, Member, recommended adoption of this proposal on behalf of the Finance Committee.

In response to an inquiry from Mr. Alan S. Fanger, Mr. James Healy advised that the certified retained earnings balances appear on Page 8 in the Warrant.

Mr. Damon J. Borrelli, Vice Chairman, recommended adoption on behalf of the Finance Committee.

Mr. Bulian's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Water Enterprise Fund Budget adopted under Article 22 of the 2003 Annual Town Meeting, and amended under Article 10 of the November 12, 2003 Special Town meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	\$780,664	\$761,089
902	Purchase of Service	\$330,752	\$393,752

and further that the amounts be funded through a transfer from Water Enterprise Fund retained earnings.

ARTICLE 11: AMEND FISCAL YEAR 2004 WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting, and amended under Article 11 of the November 12, 2003 Special Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
908	Salaries	\$485,880	To be determined

and further that the amounts be transferred from Wastewater Enterprise Fund retained earnings; or take any other action relative thereto.

Article 11 Explanation: In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting, and amended under Article 11 of the November 12, 2003 Special Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
908	Salaries	\$485,880	To be determined

and further that the amounts be transferred from Wastewater Enterprise Fund retained earnings.

The following motion to amend was offered by Mr. John A. Bulian: That the following line items in the main motion be amended as follows:

Line Item	Appropriation	Changing From	Changing To
908	Salaries	\$485,880	\$490,020

Mr. Bulian, Selectman, stated that the Board of Selectmen unanimously supports this article.

Mrs. Jane A. Howard, member, recommended adoption of this article on behalf of the Finance Committee. She stated that the salary line item reflects the union contract.

Mr. Bulian's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Wastewater Enterprise Fund Budget adopted under Article 23 of the 2003 Annual Town Meeting, and

amended under Article 11 of the November 12, 2003 Special Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
908	Salaries	\$485,880	\$490,020

and further that the amounts be transferred from Wastewater Enterprise Fund retained earnings.

ARTICLE 12: AMEND FISCAL YEAR 2004 SOLID WASTE/RECYCLING ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2004 Solid Waste/Recycling Enterprise Fund Budget adopted under Article 24 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
915	Salaries	455,539	To Be Determined
916	Purchase of Service	879,700	937,700

and further that the items be funded by a transfer from the Solid Waste Enterprise Fund retained earnings; or take any other action relative thereto.

Article 12 Explanation: In the event that a collective bargaining agreement is approved between the Town and the NAGE/DPW Union, the salary line item will need to be adjusted. The Purchase of Service line item is recommended to be increased by \$58,000 to be transferred from retained earnings. The volume of solid waste processed by the RTS is expected to be significantly above the projection of 7,700 tons. This transfer will be at least partially offset by an associated increase in revenue.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2004 Solid Waste/Recycling Enterprise Fund Budget adopted under Article 24 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
915	Salaries	455,539	To Be Determined
916	Purchase of Service	879,700	937,700

and further that the items be funded by a transfer from the Solid Waste Enterprise Fund retained earnings.

The following motion to amend was offered by Mr. John A. Bulian: That the following line items in the main motion be amended as follows:

Line Item	Appropriation	Changing From	Changing To
915	Salaries	\$455,539	\$459,374

Mr. Bulian, Selectman, advised that the increase in the salary line item reflects contract negotiations. He stated that the Board of Selectmen unanimously supports this article.

Mr. Peter W. Adams, member, recommended adoption on behalf of the Finance Committee. He stated that the increase in the salary line item is \$3,835 and the Purchase of Service line item is up \$58,000 due to RTS reallocation.

Mr. Bulian's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town to amend and supersede certain parts of the fiscal year 2004 Solid Waste/Recycling Enterprise Fund Budget adopted under Article 24 of the 2003 Annual Town Meeting by deleting the amounts of money appropriated under some line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
915	Salaries	455,539	459,374
916	Purchase of Service	879,700	937,700

and further that the items be funded by a transfer from the Solid Waste Enterprise Fund retained earnings.

ARTICLE 13: APPROPRIATE FOR POLICE/FIRE BUILDING REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate a sum of money for extraordinary building repairs at the Police and Fire Stations, to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow said sum under M.G.L. Chapter 44, Section 7; or take any other action relative thereto.

Article 13 Explanation: The May 2003 Annual Town Meeting appropriated \$500,000 for extraordinary repairs to the Police Station/Fire Station 1 and Fire Station 2. Engineers hired by the MBMB to develop the bid documents for this project determined that there is significant delamination of the concrete apparatus floor at Fire Station 2. The structural integrity of the apparatus floor that supports over 100,000 pounds of equipment may have been compromised. This article would increase the funding for the project to include repair of the concrete floor. Tests to determine the extent of the delamination and the scope of repairs are underway.

MOVED: That the Town vote to raise and/or transfer and appropriate a sum of money for extraordinary building repairs at the Police and Fire Stations, to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow said sum under M.G.L. Chapter 44, Section 7.

A motion to amend was offered by Mr. Gerald A. Wasserman by striking the words "a sum of money" and inserting in place thereof the number "\$150,000".

Mr. Gerald A. Wasserman, Selectman, addressed this proposal on behalf of the Board of Selectmen. He stated that this appropriation is an additional amount for floor repairs that were started last fall.

Mr. Richard S. Creem, member, advised that the Town needs to address the structural concerns of Fire Station 2 and recommended adoption of this proposal on behalf of the Board of Selectmen.

In response to several inquiries, Mr. Wasserman explained that the vendor has not yet been chosen, but the specifications will be written to assure quality work. He also explained that because this work is basically maintenance, the Municipal Building Maintenance Board would handle it.

After a brief discussion, a motion to move the previous question was issued by Mr. Maurice P. Handel. The motion was presented and carried unanimously by voice vote.

The motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and/or transfer and appropriate \$150,000 for extraordinary building repairs at the Police and Fire Stations, to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow said sum under M.G.L. Chapter 44, Section 7.

At 9:50 P.M. the following Resolutions were offered by Mr. James G. Healy:

RESOLUTION

In Memory of Ben Horowitz

WHEREAS: Ben Horowitz graduated from Purdue University, received a law degree from Boston University, and served in the United States Army during the Korean Conflict; and

WHEREAS: Ben Horowitz and his wife Barbara Grinspoon Horowitz lived together in Needham for more than 50 years, raising their two daughters, Laurie and Wendy; and

WHEREAS: Ben Horowitz participated in many charitable and civic affairs in Needham, and was an active member of Temple Beth Shalom. In September, 1975, Ben Horowitz was recognized by the *Needham Reporter* for his leadership in encouraging citizens to participate in community activities, and was granted the Leslie B. Cutler award for outstanding volunteer service provided to the Community Council in 1985; and

WHEREAS: Ben Horowitz was an active member of the Needham Business Association, serving as President in 1981-82 and was named Member of the Year in 1984. In his role at the NBA,

Ben Horowitz spearheaded the public-private partnership which resulted in the planting of the magnificent ornamental pear trees in Needham Center; and

WHEREAS: Ben Horowitz served three terms as a member of the Board of Selectmen, from 1969 through 1978;

NOW THEREFORE, be it resolved by this body that the May 10, 2004 Special Town Meeting be dissolved in honor of the many civic and community contributions of Benedict Horowitz.

RESOLUTION

In Memory of Alexander Prohodski

WHEREAS: Alexander Prohodski was born in Newton, Massachusetts, moved to Needham, graduated from Needham High School in 1945, and later attended Northeastern University. Alex Prohodski entered the Maritime Service at the age of 17, and then joined the United States Army in 1946, serving during the occupation of Japan. Alex Prohodski and his wife Nina settled in Needham to raise their three children, Susan, Paul and Alexander; and

WHEREAS: Mr. Prohodski joined the family business, Highland Market, in 1950, remaining there until his retirement in 1995. He served as a Director of the Needham Co-operative Bank, and was a member of many civic organizations and Town Committees, including the Veterans of Foreign Wars, the Design Review Board, the Needham Community Revitalization Trust Fund Committee, and the New England Business Center Advisory Council; and

WHEREAS: Alex Prohodski was a dedicated champion of the Needham Heights residential and business districts. He, along with his wife and many neighbors, spearheaded the revitalization of the Riverside Park area, which became a model for similar efforts throughout Town.

WHEREAS: Alex Prohodski served as Chairman of the Carter School Building Committee, and was justifiably proud of returning monies to the Town upon completion of the project. Alex Prohodski served as a member of the Board of Appeals from 1963 to 1971, and as a Town Meeting Member from 1965 to 1969.

NOW THEREFORE, be it resolved by this body that the May 10, 2004 Special Town Meeting be dissolved in honor of the many civic and community contributions of Alexander Prohodski to the Town of Needham.

ACTION: The Resolutions were presented and carried unanimously by voice vote.

The Moderator called the Annual Town Meeting back into session, declared a quorum to be present and requested the Town Clerk to so record.

ARTICLE 36: APPROPRIATE FOR ROSEMARY POOL SANDBLASTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for sandblasting Rosemary Pool, to be spent under the direction of the Park and Recreation Commission and raised from the tax levy; or take any other action relative thereto.

Article 36 Explanation: In order to maintain the steel walls of Rosemary Pool, the surface needs to be sandblasted approximately every ten years, sealing the joints with caulk, and painting. Repairs to the beams holding the wood decking will also be made. The interior of the pool was last sandblasted in 1989. The exterior was sandblasted, caulked and painted with marine quality paint in 2000.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$35,000 for sandblasting Rosemary Pool, to be spent under the direction of the Park and Recreation Commission and raised from the tax levy.

Mr. John H. Cogswell, Selectmen, addressed this proposal on behalf of the Board of Selectmen.

Mr. Philip V. Robey, Chairman, recommended adoption of the proposal on behalf of the Park and Recreation Commission. He explained that the Commission tries to have Rosemary Pool sandblasted every 10 years.

Mr. Mark P. Fachetti, member, advised that Rosemary Pool should be sandblasted every 10 years and it has been 15 years since the pool was last done. The Finance Committee recommends adoption of this proposal.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 37: APPROPRIATE FOR PARKING COLLECTION SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 to implement a new parking fee collection system, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

Article 37 Explanation: During the summer of 2003, the Town hired an intern funded by a grant to study its parking facilities and operations. The report revealed a number of problems and customer dissatisfaction with the MBTA collection boxes and lost revenue due to missing on-street parking meters. The Finance Department is now weighing different collection systems to revamp the payment process. The costs will be recovered by the fees charged for parking and improved security. The Town may also explore a pilot program using new on-street parking meter systems.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$50,000 to implement a new parking fee collection system, to be spent under the direction of the Board of Selectmen and raised from the tax levy.

Mr. James G. Healy, Chairman, explained that this proposal is to implement a new parking fee collection system. He also noted that the Department of Public Works is coming up with a plan to repair the 13 broken parking meters. The Board of Selectmen voted unanimously to support this article.

Mr. John W. Filoon III, member, recommended adoption of this proposal on behalf of the Finance Committee. He explained that there is the expectation that we can recoup costs.

In response to an inquiry from Mr. Martin L. B. Walter, Mr. Healy suggested that costs could be recouped in less than two years. In response to an inquiry from Mr. Steven Rosenstock, Mr. Healy stated that costs could be recouped through a better collection system.

After a brief discussion, a motion to move the previous question was offered by Mr. Bernard H. Ford. The motion was presented and passed by a two-thirds vote as declared by the Moderator.

ACTION: The main motion was presented and carried by majority vote as declared by the Moderator.

ARTICLE 38: APPROPRIATE FOR PERMITTING SOFTWARE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$115,000 to purchase permitting software, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

Article 38 Explanation: The Consultant hired to evaluate the potential for streamlining the Town's permitting process recommended that the Town invest in an integrated system to manage the more than 18,000 annual permitting activities performed by its ten permitting agencies. Currently, such coordination is impeded since agencies do not readily know what activity may have occurred previously or may be occurring currently with respect to a given parcel, owner, contractor or other party. The availability of application software responsive to the Town's functional requirements in permitting will have several major benefits for the Town, such as the elimination of the amount of manual effort expended in maintaining permitting records and the reduction in duplication of effort among multiple Town agencies.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$115,000 to purchase permitting software, to be spent under the direction of the Board of Selectmen and raised from the tax levy.

Mr. John A. Bulian, Selectman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen. He indicated that this proposal is part of the streamlining process.

Mr. John W. Filoon III, member, recommended adoption of the proposal on behalf of the Finance Committee. He noted that there could be some increased revenues to offset the cost of this software.

Mr. Michael J. Greis, Chairman of the Information Technology Committee, stated that his committee met with the Permitting Committee and voted to support this proposal. Mr. Bernard H. Ford, member of the Economic Advisory Committee, also spoke in favor of this proposal.

After a brief discussion, a motion to move the previous question was offered by Mr. Robert T. Smart, Jr. The motion was presented and carried unanimously by voice vote.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 39: APPROPRIATE FOR BROOK AND CULVERT REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for brook and culvert repair, to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

Article 39 Explanation: This is a request for funding as part of an on-going effort to clean brooks throughout Town and repair culverts/retaining walls in the brooks. During severe storms, there are numerous incidents of flooding in residential areas. The flooding conditions are largely the result of blockages of waterways due to the failure of retaining walls and the clogging of waterways with vegetation and silt. These conditions have occurred due to the lack of manpower for routine maintenance of these waterways. A major effort is now needed to begin to address this problem. The next round of work is proposed for Hurd Brook and culverts from Wayne Road to Central Avenue.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$100,000 for brook and culvert repair, to be spent under the direction of the Board of Selectmen and raised from the tax levy.

A motion to amend was offered by Mr. Gerald A. Wasserman by striking the number "100,000" and inserting in place thereof the number "\$50,000".

Mr. Gerald A. Wasserman, Selectman, stated that the Board of Selectmen hopes to complete the work on Hurd Brook.

Mrs. Jane A. Howard, member, recommended adoption of this proposal on behalf of the Finance Committee.

Mr. Wasserman's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of \$50,000 for brook and culvert repair, to be spent under the direction of the Board of Selectmen and raised from the tax levy.

ARTICLE 40: APPROPRIATE FOR ROAD IMPROVEMENT AND REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$885,000 for road improvement and repair, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

Article 40 Explanation: This request supports the Town's road and intersection repair and reconstruction program. The funds would be used to perform some of the following: reconstruction of roads performed on the basis of priorities and conditions at the time of funding; extraordinary repairs to both local and Chapter 90 eligible roads; reconstruction of intersections performed on the basis of priorities and conditions at the time of funding; and street resurfacing on local and/or Chapter 90 roads to improve the structural and surface integrity of the Town's network of accepted streets, including leveling, structural overlays, utility adjustments, minor drainage improvements, and curbing.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$885,000 for road improvement and repair, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7.

Mr. John H. Cogswell, Selectman, stated that the Town roads are in terrible shape and proper maintenance can increase the life of these roads. He recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Peter W. Adams, member of the Finance Committee, indicated that bringing our roads back to an acceptable status is a must. The Finance Committee recommends adoption of the proposal.

In response to an inquiry from Mr. John P. Connelly regarding the status of Great Plain Avenue, Mr. Cogswell advised that the Town received only one bid which was one million dollars higher than the Town thought it should be. The town is going to put down a temporary overlay until they go out to rebid.

In response to an inquiry from Mrs. Jill E. Owens regarding why the road patching is so bad, Jr. Cogswell explained that the utilities are notorious for poor road patching and the patches settle.

Unanimous consent was given to allow Mr. Richard W. Merson, Director of Public Works and non-resident, to address Town Meeting. He explained that temporary patching is not always smooth and that permanent patching is better.

Mr. Jeffrey Kristeller advised that he has received many questions from neighbors regarding Great Plain Avenue and he suggested putting road repair plans in the local newspapers.

After a brief discussion, a motion to move the previous question was offered by Mr. Ronald L. Morrison. The motion was presented and carried unanimously by voice vote.

ACTION: The main motion was presented and carried unanimously by voice vote.

at 7:30 P.M. at the Newman School, and it was so voted unanimously.

Theodora K. Eaton, CMMC
Town Clerk

a true copy
ATTEST:

* * * * *

ADJOURNED ANNUAL TOWN MEETING

Monday, May 17, 2004

Pursuant to adjournment of the Annual Town Meeting held May 10, 2004, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman School on Monday, May 17, 2004, at 7:30 P.M.

Check lists were used and 228 voters were checked on the list as being present, including 219 Town Meeting Members.

At the designation of Caroline B. Edge, President of the Needham Clergy Association, Rabbi Carl M. Perkins, Temple Aliyah, gave the invocation.

The Moderator introduced Carol J. Boulris, Chairman of the Needham Historical Commission, who presented the first Raymond F. Bosworth Award to Dr. Richard and Mrs. Sarah Ann Toran.

The Moderator made the following announcements:

1. The Moderator introduced a special guest tonight, Ms. Anna Castillo, an American Foreign Exchange student from Panama studying at Needham High School and staying with the Cotton family in Needham.
2. The Needham Women's Club and the Needham Exchange Club are hosting a Country Barbecue & Dance fundraiser for the Council On Aging and the Charles River Association of Retarded Citizens on July 2, 2004.
3. The Needham League of Women Voters invited Town Meeting Members to a meeting on Healthcare issues at Ridge Hill on June 3, 2004.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

ARTICLE 41: APPROPRIATE FOR SIDEWALK RESURFACING AND REPAIR

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$250,000 for sidewalk resurfacing and repair, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7, or take any other action relative thereto.

Article 41 Explanation: There are over 160 miles of sidewalks, 52 of which are designated as school walking routes. Over half of the sidewalks require significant work and do not comply with Americans with Disabilities Act and Architectural Access Board laws and regulations. The funds are intended to perform sidewalk repairs on Brookline Street, from Manning Street to Greendale Avenue, and Lincoln Street, from Dedham Avenue to Garfield Street.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$250,000 for sidewalk resurfacing and repair, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7.

Mr. John H. Cogswell, Selectman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen. He advised that the Town will do as much sidewalk resurfacing and repair as the money will allow.

Mr. Mark P. Fachetti, member, recommended adoption on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 42: APPROPRIATE FOR WOOD GRINDER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$249,500 for the purchase of a wood grinder, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

Article 42 Explanation: In 1993, the Town acquired a horizontal grinder through a Department of Environmental Protection (DEP) Grant. The value of the equipment at the time of the grant award was \$171,500. The awarding of the grant by the DEP was contingent upon the Town's acting as a host community for the grinder and providing grinding services to other municipalities requesting the service. The wood grinder is an integral part of the yard waste processing program allowing the Town to process all yard waste materials (except logs) and convert the material to a usable finished product for resale or for use by other Town departments, residents and contracting companies. Over the years, the grinder has had numerous repair issues due to its age and its frequency of use by the Town and other municipalities. The proposed wood grinder will be able to perform log grinding, which is currently being performed by contractors. It is still the DPW's intention to work with the participating communities to provide wood grinding services.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$249,500 for the purchase of a wood grinder, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7.

A motion to amend was offered by Mr. John A. Bulian by striking the number "249,500" and inserting in place thereof the number "\$190,000".

Mr. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that the wood grinder would be used for performing log grinding currently being performed by contractors.

Mr. Peter W. Adams, member, recommended adoption of this proposal on behalf of the Finance Committee. He explained that the town would charge fees to other municipalities for providing wood grinding services.

Mr. Bulian's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of \$190,000 for the purchase of a wood grinder, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7.

ARTICLE 43: APPROPRIATE FOR TRANSFER TRAILER AND STAGING PAD

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$55,000 for the purchase of a transfer trailer and staging pad, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

Article 43 Explanation: One (1) trailer of the total fleet of six (6) trailers is being requested in FY2005 for replacement, as scheduled. The least damaged trailers are being retained and will be repaired to haul the less handled, non-compacted and lighter recyclables. It is anticipated that the total useful life of the trailers is 6 to 8 years. This request also includes the construction costs for a second concrete staging pad for transfer trailers. The second staging pad would make staging and spotting of transfer trailers at the RTS safer and more efficient.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$55,000 for the purchase of a transfer trailer and staging pad, to be spent under the direction of the Board of Selectmen, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7.

Mr. John A. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. The transfer trailer is being requested as scheduled and should be on a concrete staging pad.

Mr. Peter W. Adams, member, recommended adoption on behalf of the Finance Committee. He stated that the cost of the trailer is \$48,000 and the cost of the pad is \$7,000.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 44: APPROPRIATE FOR SEWER SYSTEM REHABILITATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$126,500 for sewer system rehabilitation design, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto.

Article 44 Explanation: The Town of Needham, along with numerous other communities, is under an Administrative Order from the DEP to identify and remove Infiltration and Inflow (I/I) from our sewer system. In addition, since the Town's MWRA sewer assessment is largely a function of metered flow, the reduction of a significant amount of I/I will have a direct impact on our assessment. The Town has undertaken studies to determine the location and volume of I/I entering the sewer system. This request is for design funding for removal of I/I from the following areas: Area 2 – Great Plain Avenue/Greendale Avenue/Peacedale Road/Sterling Road; Area 24 – Great Plain Avenue/Fairfield Street/Douglas Road and Grosvenor Road/Dawson Drive/Richard Road; Area-Lower 21 - Greendale Avenue/Valley Road/Barbara Road/Kenney Road/Rybury Hillway; and the remainder of the Bird's Hill interceptor along Route 128.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$126,500 for sewer system rehabilitation design, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings.

At this time the Moderator granted Mr. Matthews a moment for personal comment. Mr. Matthews expressed his thanks and appreciation for the many kindnesses extended to he and his family during the illness and passing of his wife, Catherine Wong.

Mr. Daniel P. Matthews, Selectman, presented this proposal and recommended adoption on behalf of the Board of Selectmen.

Mr. Damon J. Borrelli, Vice Chairman, recommended adoption of this proposal on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 45: APPROPRIATE FOR SEWER RELOCATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$359,000 for sewer relocation design, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto.

Article 45 Explanation: The wastewater discharging to the Reservoir Street "B" Wastewater Pumping Station and the Kendrick Street Wastewater Pumping Station originates from both the east and the west sides of Route 128. There are four separate gravity mains and two sewer force mains carrying sewage beneath the layout of Route 128. On five separate occasions in the past 20 years the force mains have failed - three times in one location alone, costing hundreds of thousands of dollars to repair. The Route 128 Transportation Improvement Project (also known as the "Route 128 Add-a-Lane Project") will result in the Town's having to spend even larger sums of money should these pipes continue to break. Relocating and combining some of the mains and/or possibly increasing their protection and accessibility is currently being investigated as part of the feasibility study

approved at the 2003 ATM. The engineering and design of the ultimate location must be completed before the renovation or replacement of the Reservoir Street "B" Station. Additionally, the second of two major connections to the MWRA System conveying approximately 30% of Needham's wastewater is piped beneath Route 128 in a 24" diameter main south of the Great Plain Avenue interchange. The integrity and future access to this pipe must also be addressed. The Route 128 Transportation Improvement Project, which was initially scheduled for the 2007-2010 time frame, is now being aggressively pursued for a fast track approach. All needed improvements must be completed prior to the State's highway work.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$359,000 for sewer relocation design, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings.

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. These sewer mains run on both the east and west side of Route 128. He explained that the Town hopes to strengthen the mains and make them more accessible prior to the arrival of the Route 128 Add-A-Lane.

Mr. Mark P. Fachetti, member, recommended adoption of this proposal on behalf of the Finance Committee.

In response to an inquiry from Mrs. Jeanne S. McKnight, Mr. Matthews stated that there were no private owners who would benefit from this proposal and thus, share the cost.

In response to an inquiry from Mrs. Rosalie G. Fox, Mr. Matthews advised that the Town hopes to build this project to last and is looking for opportunities for others (i.e. federal or state governments) to share in the costs.

In response to an inquiry from Mr. Steven Rosenstock, Mr. Matthews advised that the total cost of the relocation is estimated to be a little less than \$3,000,000 and the engineering firm has not been selected at this time.

ACTION: The Main motion was presented and carried unanimously by voice vote.

ARTICLE 46: APPROPRIATE FOR SEWER SERVICE CONNECTIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for sewer service connection, installation, and/or replacement, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto.

Article 46 Explanation: This project is an adjunct to the road reconstruction program. There are still homes that are not connected to the Town's sewer system. Should their septic systems fail, they may be ordered to connect to the Town's system due to health reasons regardless of any moratorium on excavations in effect at the time. This may result in excavations into the Town's newly paved roadways. The cost for these service installations are not considered to be a Chapter 90 reimbursement eligible expense and therefore cannot be funded with State money. Homeowners will continue to be encouraged to connect prior to the project start. However, for those homeowners who do not connect, a partial connection within the right-of-way will be

installed. There is a corresponding request for water service connections.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$25,000 for sewer service connection, installation, and/or replacement, to be spent under the direction of the Board of Selectmen and transferred from Sewer Enterprise Fund retained earnings.

Mr. John H. Cogswell, Selectman, advised that there are still 500 to 600 septic systems in the Town of Needham. He addressed this proposal and recommended adoption on behalf of the Board of Selectmen.

Mrs. Laura A. Brooks, member, advised that the Finance Committee approves of preventive measures undertaken by the Town such as this proposal and recommended adoption on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 47: APPROPRIATE FOR TREATMENT PLANT FILTER MEDIA REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for treatment plant filter media replacement, to be spent under the direction of the Board of Selectmen and raised from water receipts; or take any other action relative thereto.

Article 47 Explanation: The design consultant for the Charles River Water Treatment Facility (CRWTF) recommended that the filter media (greensand) be replaced every 5 years. It was hoped that the media would last for a longer period of time based on the experience of similar systems in other municipalities, but due to the heavy use of the filters, it was not possible to extend the media life. The filters remove manganese from the Town's drinking water.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$100,000 for treatment plant filter media replacement, to be spent under the direction of the Board of Selectmen and raised from water receipts.

A motion to amend was offered by Mr. John H. Cogswell by striking the number "100,000" and inserting in place thereof the number "\$150,000". He explained that it cost more to replace the filter media (greensand) than was anticipated. Mr. Cogswell recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Stephen A. Jonas, member, explained that this is in line with the replacement schedule and recommended adoption on behalf of the Finance Committee.

Mr. Cogswell's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of \$150,000 for treatment plant filter media replacement, to be spent under the direction of the Board of Selectmen and raised from water receipts.

ARTICLE 48: APPROPRIATE FOR TREATMENT PLANT COMPUTER SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$112,000 to upgrade the Charles River Water Treatment Plant computer system, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

Article 48 Explanation: This project is the second phase of a recommendation in 2001 to upgrade the operating control system at the Charles River Water Treatment Facility (CRWTF). Phase I was completed by reconfiguring the Intellution human-machine interface (HMI) software database and restructuring the programmable logic controller (PLC) polling records. Phase II of this project provides for the replacement of the controlling software from FLX32 to iFLX and replacing the Ethernet network hardware. In addition, the alarm dialer software will be replaced with current software and the Operations & Maintenance manual will be upgraded.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$112,000 to upgrade the Charles River Water Treatment Plant computer system, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7.

Mr. John H. Cogswell, Selectman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen.

Mr. Mark P. Fachetti, member, advised that this article is the second stage of the project and the Finance Committee supports his proposal.

In response to a series of questions from Mr. John P. Connelly, Mr. Cogswell stated that the water rate reduction is already reflected in the current bills and the proposed software is the most standard available.

Mr. Michael J. Greis noted that the software upgrade was tested on the first system before going onto the second system.

Mr. Ford H. Peckham expressed concern that the original software failed miserably and the town ended up with a lawsuit. In response, Mr. Cogswell noted that the original contractor was doing a poor job so the Town did not pay him.

In response to an inquiry from Mr. Paul G. Smith, Mr. Cogswell advised that the software maintenance often includes upgrades, but this is an operating upgrade and the town does not have a maintenance contract.

Mr. Cogswell explained to Mrs. Lois Sockol that the new system has a ten-year life span.

ACTION: The main motion was presented and carried by two-thirds vote as declared by the Moderator.

ARTICLE 49: APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS 14-INCH MAIN DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for water system improvement design, to be spent under the direction of the Board of Selectmen and raised from water receipts; or take any other action relative thereto.

Article 49 Explanation: This project is for the design of a rehabilitation/replacement of the 14" transmission water main from the CRWTP to School Street that was installed in 1936 - 1939. The current main is made of steel and lined with a type of bitumastic or coal tar coating that is eroding. This will cause a failure of the steel pipe, interrupting flow and the ability to provide adequate fire protection. Water quality is also a concern, as the breakdown of the lining is a source for potential contamination. The total length of the 14" main is approximately 19,000 lf (3.6 miles), extending from Charles River Street, to Pine Street, to Central Avenue, to Marked Tree Road, to Oak Street, to Chestnut Street, to School Street.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$50,000 for water system improvement design, to be spent under the direction of the Board of Selectmen and raised from water receipts.

Mr. Daniel P. Matthews, Selectman, and Mrs. Jane A. Howard, member, recommended adoption of this proposal on behalf of the Board of Selectmen and the Finance Committee respectively.

Sandra B. Tobin expressed concern that the residents have just spent six months driving on poor roads in the Charles River Street area and questioned why these projects could not be done at the same time.

In response to an inquiry from Mr. William F. Connors, Mr. Matthews indicated that the Town does not have the staff to do this work.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 50: APPROPRIATE FOR WATER STORAGE TANK CLEANING AND PAINTING DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$65,000 to design the renovation of water storage tanks, to be spent under the direction of the Board of Selectmen and raised from water receipts; or take any other action relative thereto.

Article 50 Explanation: The DEP Regulations controlling the operation and maintenance of water supply and distribution systems require routine draining and inspection of water storage tanks. Periodically the report of the inspection indicates that the surface coating is worn or damaged and is in need of cleaning and repainting. The Dunster Road Water Tank was completely cleaned and painted inside and out in 1993 and prior to that in 1978. Last year's inspection revealed that the outside of the tank had sustained more than normal wear. It has been especially burdened by vandalism beyond normal graffiti. It is recommended that the outside of the Dunster Road Tank be cleaned and painted. The Birds Hill Water Tank is now 30 years old. It still has the original coating inside and out. The last few inspections indicated no serious problems but the report recognized the age of the coating and its potential for deterioration. The DPW is recommending cleaning and painting as soon as practical.

Moved: That the Town vote to raise and/or transfer and appropriate the sum of \$65,000 to design the renovation of water storage tanks, to be spent under the direction of the Board of Selectmen and raised from water receipts.

Mr. Daniel P. Matthews, Selectman, recommended adoption on behalf of the Board of Selectmen.

Mr. Damon J. Borrelli, Vice Chairman, advised that this proposal is more than just a paint job and there is a cost savings by doing both tanks. The Finance Committee recommends adoption of this proposal.

In response to an inquiry from Mrs. Jeanne S. McKnight, Mr. Matthews indicated that interest in leasing has been expressed by cell tower companies.

Mr. Matthews also advised Mr. Stuart B. Chandler that the Town's water towers are on the list of security areas.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 51: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for water service connection, installation, and/or replacement, to be spent under the direction of the Board of Selectmen and raised from water receipts; or take any other action relative thereto.

Article 51 Explanation: This project is proposed as an adjunct to the DPW road construction program. This program is intended to correct a common problem whereby a water main was installed, but the service connections were not renewed. This leaves an element of the subsurface infrastructure susceptible to failure before the desired life of the reconstructed roadway. In the case of Chapter 90 projects, this expense is not reimbursable. This project will also benefit the on-going lead and copper rule compliance by removal of lead services from the water distribution system.

Moved: That the Town vote to raise and/or transfer and appropriate the sum of \$100,000 for water service connection, installation, and/or replacement, to be spent under the direction of the Board of Selectmen and raised from water receipts.

Mr. John H. Cogswell, Selectman, advised that this is a continuation of an ongoing program. He recommended adoption on behalf of the Board of Selectmen.

Mrs. Laura A. Brooks, member, supports this article on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 52: APPROPRIATE FOR WATER SYSTEM REHABILITATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$151,500 for water system rehabilitation design, to be spent under the direction of the Board of Selectmen, including without limitation all costs thereof as defined in Section

1 of M.G.L. Chapter 29C, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Board of Selectmen is authorized to expend all funds available for the project; or take any other action relative thereto.

Article 52 Explanation: The recently completed Water System Master Plan identified a range of necessary improvements including various system upgrades to water mains that are greater than 85 years of age. The age of these mains predisposes them to frequent breaks and the build-up of tuberculation restricts the flow of water jeopardizing fire suppression needs and decreasing water quality. The design of the replacement of the Warren Street and Garden Street water mains is proposed in this article.

Moved: That the Town vote to raise and/or transfer and appropriate the sum of \$151,500 for water system rehabilitation design, to be spent under the direction of the Board of Selectmen, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Board of Selectmen is authorized to expend all funds available for the project.

Mr. Gerald A. Wasserman, Selectman, addressed this proposal on behalf of the Board of Selectmen. He advised that the purpose of the article is to fix old water mains.

Mrs. Jane A. Howard, member, explained that the funds will be borrowed for the planning, design, and engineering of the water system. She recommended adoption of this proposal on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 53 was adopted unanimously on May 3, 2004.

Article 54 was adopted unanimously on May 3, 2004.

ARTICLE 55: AMEND GENERAL BY-LAWS DOG REGULATIONS

To see if the Town will vote to amend the General By-Laws by:

1. inserting a new sub-section in Section 9.2.2.4 as follows:

“U. Dog Regulation Violations (3.7.1 & 3.7.2)

Enforcement Agent:	Animal Control Officer
Fine Schedule:	\$25 First offense
	\$50 Second offense
	\$100 For each additional

offense;” and

2. amending Section 3.7.3 by deleting the words “twenty-five dollars (\$25.00)” and “fifty dollars (\$50)” and inserting in place thereof the words “fifty dollars (\$50.00)” and “One hundred dollars (\$100.00)” respectively.

or take any other action relative thereto.

Article 55 Explanation: The amount of dog complaints reported to the Animal Control Officer and various town departments, including each school, continue to increase each year. Educational efforts, including the posting of signs, have not been effective enough. The current dog regulations require all dogs to be on leashes outside the confines of their own properties; and do not permit dogs to perform natural body functions on properties other than their owner's property, without permission of the property owner. Permission is not granted on Town of Needham property, due to concerns for the personal safety of residents, particularly children and older residents. Pet waste contains bacteria and parasites that can spread diseases to humans and degrade water quality. The acidic level of dog urine decreases the ability to grow grass in the affected areas. This article will ensure that the Town can issue non-criminal citations for violation of the by-law.

Moved: That the Town vote to amend the General By-Laws by:

1. inserting a new sub-section in Section 9.2.2.4 as follows:

“U. Dog Regulation Violations (3.7.1 & 3.7.2)

Enforcement Agent:	Animal Control Officer
Fine Schedule:	\$25 First offense
	\$50 Second offense
	\$100 For each additional

offense;” and

2. amending Section 3.7.3 by deleting the words “twenty-five dollars (\$25.00)” and “fifty dollars (\$50)” and inserting in place thereof the words “fifty dollars (\$50.00)” and “One hundred dollars (\$100.00)” respectively.

Mr. Richard B. Weitzen, Member, advised that the Park and Recreation Commission would like to form a study committee to review the dog regulations and hold a hearing to address the concerns of the residents.

A motion to refer the subject matter of this article back to the Park and Recreation Commission for further study was offered by Mr. Richard B. Weitzen.

Mr. James G. Healy, Chairman, advised that the Board of Selectmen favors referring the subject matter of Article 59 back to the Park and Recreation Commission.

Mr. Weitzen's motion to refer was presented and carried unanimously by voice vote.

ARTICLE 56: ACCEPT THE PROVISIONS OF SECTION 40 OF CHAPTER 653 OF THE ACTS OF 1989

To see if the Town will vote to accept the provisions of Section 40 of Chapter 653 of the Acts of 1989, as amended, to assess new buildings, structures, or other physical improvements added to real property between January second and June thirtieth for the fiscal year beginning July 1st, or take any other action relative thereto.

Article 56 Explanation: The purpose of this article is to reduce the delay that now occurs between the construction and taxation of new buildings and other improvements to real property. Town Meeting acceptance of Section 40 of Chapter 653 of the Acts of 1989 will allow the Town to capture new buildings, structures and other real property improvements (new growth) that occur after January 2 but before July 1, immediately preceding the start of the fiscal year. As a result, the new growth on real property during the first six months of the calendar year will now be reflected in the assessed valuation of the property a fiscal year earlier. Currently improvements made after January 1 are not included in the property assessment, and therefore not taxed for as long as eighteen months, even though demands on town services may be incurred as a result of the new construction. The assessment of personal property is not affected by this statute.

Moved: That the Town vote to accept the provisions of Section 40 of Chapter 653 of the Acts of 1989, as amended, to assess new buildings, structures, or other physical improvements added to real property between January second and June thirtieth for the fiscal year beginning July 1st.

Mr. James G. Healy, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that the acceptance of Section 40 of Chapter 653 of the Acts of 1989 would allow the Town to assess new growth as of January 1st. The Town would pick up six months' assessment from January 1 to June 30th for a total of 18 months. The assessment period would then revert back to 12 months. This is small windfall for the Town.

Mr. Richard S. Creem, member, recommended adoption of this proposal on behalf of the Finance Committee.

In response to an inquiry from Mr. George Tarallo, Mr. Healy advised that a house that is only 30% completed would only be taxed at 30%.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 57 was adopted unanimously on May 3, 2004.

ARTICLE 58: ESTABLISH A CAPITAL IMPROVEMENT FUND (SECTION 14 OF CHAPTER 46 OF THE ACTS OF 2003)

To see if the Town will vote to establish a separate Capital Improvement Stabilization Fund under the provisions of M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003; or take any other action relative thereto.

Article 58 Explanation: Chapter 46 of the Acts of 2003 and Chapter 140 of the Acts of 2003 allow municipalities to create one or more stabilization funds for specific purposes. Adoption of this article will establish a separate capital improvement stabilization fund dedicated to the funding of general fund capital items. Any appropriation from the fund requires a 2/3rds vote of Town Meeting.

MOVED: That the Town vote to establish a separate Capital Improvement Stabilization Fund under the provisions of M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003.

A motion to amend was offered by Mr. James G. Healy by striking all text after the words "to see if the Town will vote to establish" and inserting in place thereof the following:

"a fund under the provisions of M.G.L., Chapter 40, Sec. 5B as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, to be known as The General Fund Cash Capital Equipment and Facility Improvement Fund (Fund). The purpose of this Fund is to allow the Town, by appropriation, from time to time, to reserve funds for general fund cash capital; for the purpose of defining general fund cash capital as it relates to this Fund, it shall be for the acquisition of new equipment and/or the replacement of existing equipment which the Town may borrow money for a period of five years or more, and/or for building/facility improvements with a cost of less than \$250,000 which the Town may borrow money for a period of five years or more; further, only general fund capital that has been recommended in the Capital Improvement Plan (CIP), as amended from time to time, is eligible for funding from the Fund, provided however that such capital that is proposed to be funded by the Fund, in part or entirety, has been identified in the CIP for period of three (3) years or more; the Fund may be used to pay for recurring equipment replacement needs that have been identified in the CIP, funded in at least 3 of the 5 immediately preceding fiscal years; and further, in keeping with the intent of the establishment of the fund, the first appropriation from the Fund will not occur until the Town's Comptroller has certified that the aggregate of the appropriations into the Fund has reached \$500,000; appropriations into the Fund and interest earnings on the Fund become part of the Fund; and the Fund balance will not be allowed to drop below \$100,000.

Mr. Healy explained that by voting for this proposal, this would allow articles at future Town Meetings to add money to this fund. This would help fund repeating capital needs such as school technology funding and vehicle replacement. It basically

puts money away for a rainy day. The Board of selectmen unanimously recommends adoption of this proposal.

Mr. Damon J. Borrelli, Vice Chairman, noted that the Finance Committee and the Board of Selectmen are on the same page on this article. A two-thirds vote is required to put money in and take money out of the fund. The Finance Committee recommends adoption of this proposal.

Mr. Ford H. Peckham offered his support of this proposal.

Mr. Ronald W. Ruth expressed concern that this fund creates a rival fund to the Stabilization Fund. In response, Mr. James G. Healy, Chairman, advised that the Board of Selectmen pledge not to move money from the Stabilization Fund to this fund. He noted that the Stabilization Fund is an emergency fund whereas this fund is for long term planning.

A motion to amend was offered by Mr. Paul G. Smith by deleting the words "the first appropriation from the Fund will not occur until the Town's Comptroller has certified that the aggregate of the appropriations into the Fund has reached \$500,000;" and by deleting the words "and the Fund balance will not be allowed to drop below \$100,000."

Mr. Mark J. Gluesing offered his support of Mr. Smith's motion to amend. He indicated the importance of being able to get to the Fund.

A motion to divide Mr. Smith's motion to amend into two parts was offered by Mr. James G. Healy. The Moderator announced that Part A deletes the words "the first appropriation from the Fund will not occur until the Town's Comptroller has certified that the aggregate of the appropriations into the Fund has reached \$500,000;" and Part B deletes the words "and the Fund balance will not be allowed to drop below \$100,000." The motion was presented and carried by voice vote.

Mr. Paul A. Siegenthaler concurred with Mr. Smith's motions to amend. He suggested that perhaps a motion to refer would allow the Board of Selectmen time to review the proposal. A motion to refer the subject matter of Article 58 back to the Board of Selectmen for further study was offered by Mr. Paul A. Siegenthaler.

After a brief discussion, a motion to move the previous question on the main motion and all pending motions was offered by Mr. William R. Dermody. The motion was presented and carried by two-thirds vote as declared by the Moderator.

Part B of Mr. Smith's motion to amend was presented and carried by voice vote.

Part A of Mr. Smith's motion to amend was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt as to the voice vote. The following tellers were sworn in by the Moderator: William R. Dermody, Jane B. Murphy, Lois C. Bacon, Thomas M. Harkins, Marjorie M. Margolis, and Cynthia J. Chaston. Part A of Mr. Smith's motion to amend was again presented and carried by a count of hands. The hand count was Yes 137 – No 63.

Mr. Healy's motion to amend, as now amended, was presented and carried by voice vote.

ACTION: The main motion, as amended, was presented and carried by two-thirds vote as declared by the Moderator.

VOTED: That the Town vote to establish a fund under the provisions of M.G.L., Chapter 40, Sec. 5B as amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, to be known as The General Fund Cash Capital Equipment and Facility Improvement Fund (Fund). The purpose of this Fund is to allow the Town, by appropriation, from time to time, to reserve funds for general fund cash capital; for the purpose of defining general fund cash capital as it relates to this Fund, it shall be for the acquisition of new equipment and/or the replacement of existing equipment which the Town may borrow money for a period of five years or more, and/or for building/facility improvements with a cost of less than \$250,000 which the Town may borrow money for a period of five years or more; further, only general fund capital that has been recommended in the Capital Improvement Plan (CIP), as amended from time to time, is eligible for funding from the Fund, provided however that such capital that is proposed to be funded by the Fund, in part or entirety, has been identified in the CIP for period of three (3) years or more; the Fund may be used to pay for recurring equipment replacement needs that have been identified in the CIP, funded in at least 3 of the 5 immediately preceding fiscal years; and further, in keeping with the intent of the establishment of the Fund, appropriations into the Fund and interest earnings on the Fund become part of the Fund.

A motion to postpone consideration of Articles 59, 60 and 61 to a time certain, mainly the first order of business on Wednesday, May 19, 2004 was offered by Mr. Robert Y. Larsen.

Mr. Daniel P. Matthews, Selectman, explained that Articles 59 and 60 are basically asking for approval by Town Meeting to put these questions on the November ballot.

Mr. Larsen's motion to postpone was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt as to the voice vote. The motion was presented a third time and carried by a count of hands. The hand count was Yes 138 – No 55.

At 10:50 P.M. Mrs. Caroline B. Murray moved that the Annual Town Meeting stand adjourned to Wednesday, May 19, 2004 at 7:30 P.M. at the Newman School. The motion was presented, but it failed to pass by voice vote.

ARTICLE 64: CITIZENS' PETITION: HOME RULE PETITION/PROPERTY TAX RELIEF

To see if the Town will vote to petition the General Court to enact a home rule petition precisely as provided below. The General Court may make clerical or editorial changes in form only to the bill.

Section 1. IN ADDITION TO THE PROVISIONS OF CHAPTER 59, SECTION 5 OF THE GENERAL LAWS OF THE COMMONWEALTH upon reaching his/her seventy-fifth (75th) birthday, an assessed owner of his/her primary residence located in the Town, who has been the assessed owner for not less than thirty (30) consecutive years, may claim an exemption from taxation on fifty (50) per cent of the assessed value of the land, building lot only, containing this residence. The exemption will be valid beginning with the fiscal year that follows the fiscal year in which the qualifying birthday falls.

Section 2. Any assessed owner claiming said exemption shall file application to the Assessors by January 1 for the fiscal year that

starts on the following July 1, and said application must be made each year.

Section 3. Notwithstanding Section 1 of this Act, any residence that is also the residence of school-aged children does not qualify for the purposes of the Act.

Section 4. Notwithstanding Section 1 of this Act, no exemption shall exceed in dollar amount twenty-five (25) per cent of the average single-family property tax bill as determined by The Department of Revenue for the Town of Needham fiscal year then underway at the January 1 application date.

Section 5. An assessed owner of his/her primary residence, who is a surviving spouse of an assessed owner who qualified for the exemption in Section 1, shall also qualify for said exemption, provided he or she is not less than seventy-five (75) years of age prior to July 1 of the year for which the exemption pursuant to this Act is claimed, notwithstanding any other requirement of Section 1 of this Act, pass any vote or take any action relative thereto.

MOVED: That the Town vote to petition the General Court to enact a home rule petition precisely as provided below. The General Court may make clerical or editorial changes in form only to the bill.

Section 1. IN ADDITION TO THE PROVISIONS OF CHAPTER 59, SECTION 5 OF THE GENERAL LAWS OF THE COMMONWEALTH upon reaching his/her seventy-fifth (75th) birthday, an assessed owner of his/her primary residence located in the Town, who has been the assessed owner for not less than thirty (30) consecutive years, may claim an exemption from taxation on fifty (50) per cent of the assessed value of the land, building lot only, containing this residence. The exemption will be valid beginning with the fiscal year that follows the fiscal year in which the qualifying birthday falls.

Section 2. Any assessed owner claiming said exemption shall file application to the Assessors by January 1 for the fiscal year that starts on the following July 1, and said application must be made each year.

Section 3. Notwithstanding Section 1 of this Act, any residence that is also the residence of school-aged children does not qualify for the purposes of the Act.

Section 4. Notwithstanding Section 1 of this Act, no exemption shall exceed in dollar amount twenty-five (25) per cent of the average single-family property tax bill as determined by The Department of Revenue for the Town of Needham fiscal year then underway at the January 1 application date.

Section 5. An assessed owner of his/her primary residence, who is a surviving spouse of an assessed owner who qualified for the exemption in Section 1, shall also qualify for said exemption, provided he or she is not less than seventy-five (75) years of age prior to July 1 of the year for which the exemption pursuant to this Act is claimed, notwithstanding any other requirement of Section 1 of this Act.

Mr. Paul H. Attridge addressed this proposal on behalf of the petitioners. He explained that the Town of Sherborn passed a similar article and is having trouble getting their home rule petition passed by the Legislator. He also stated that there are many abatements available for senior citizens. Thus, Mr. Attridge offered a motion to refer the subject matter of this proposal back to the proponents for further study.

Mr. Michael T. Vaughn expressed concern that there is no reason to exempt senior citizens when there is no reason to do so.

Mr. Attridge's motion to refer was presented and carried unanimously by voice vote.

At 11:05 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Wednesday, May 19, 2004 at 7:30 P.M. at the Newman School, and it was so voted unanimously.

Theodora K. Eaton, CMMC
Town Clerk

a true copy
ATTEST:

ADJOURNED ANNUAL TOWN MEETING

Wednesday, May 19, 2004

Pursuant to adjournment of the Annual Town Meeting held May 17, 2004, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman School on Wednesday, May 19, 2004, at 7:30 P.M.

Check lists were used and 222 voters were checked on the list as being present, including 214 Town Meeting Members.

At the designation of Caroline B. Edge, President of the Needham Clergy Association, Reverend John Fassett, Minister American Baptist Churches of America and retired Chaplain with the Veterans' Administration, gave the invocation.

The Moderator announced to Town Meeting Members that there is a flyer regarding the Country Barbecue and Dance on the table of handouts in the cafeteria. He also announced the Relay for Life Walk sponsored by the American Cancer Society scheduled for Saturday, May 22, 2004 at 3:00 P.M. at Memorial Park.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

ARTICLE 59: ACCEPT PRESERVATION ACT

COMMUNITY

To see if the Town will vote to accept M.G.L. Chapter 44B Sections 3 through 7, known as the Community Preservation Act, which establishes a special Community Preservation Fund that may be appropriated and spent for certain open space, historic resources and affordable housing purposes; to approve a property tax surcharge of up to three (3) percent of the taxes assessed annually on all real property for fiscal years beginning on or after July 1, 2004, and to exempt from the surcharge the following: (1) property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate senior housing in the community and (2) \$100,000 of the assessed

valuation of Class One residential parcels; or take any other action relative thereto.

Article 59 Explanation: At the May 2003 Town Meeting, a committee was created to study MGL Chapter 44B, known as the Community Preservation Act (CPA). The statute enables the formation of a Community Preservation Fund and a Community Preservation Committee to administer it. The CPA fund is funded through a local property tax surcharge between 1% and 3% and matching state funds. The CPA Study Committee will make a recommendation at Town Meeting regarding the amount of the surcharge. The Study Committee recommends exempting (1) \$100,000 of the value of residential property; and (2) residential property owned and occupied by residents who qualify for low-income housing and low or moderate-income senior housing, as permitted in the CPA statute. CPA cannot be enacted until the voters have accepted it. Town Meeting's approval of this article will put a ballot question in an upcoming election for Needham's voters to decide whether to accept CPA.

MOVED: That the Town vote to accept M.G.L. Chapter 44B Sections 3 through 7, known as the Community Preservation Act, which establishes a special Community Preservation Fund that may be appropriated and spent for certain open space, historic resources and affordable housing purposes; to approve a property tax surcharge of up to three (3) percent of the taxes assessed annually on all real property for fiscal years beginning on or after July 1, 2004, and to exempt from the surcharge the following: (1) property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate senior housing in the community and (2) \$100,000 of the assessed valuation of Class One residential parcels.

A motion to amend was offered by John E. Comando by deleting the words "up to three percent of the taxes assessed" and replacing them with the words "two percent of the taxes assessed."

A motion to discuss Articles 59, 60 and 68 together and vote on separately was offered by Mr. John E. Comando. The motion was presented, but was not unanimous. The motion was again presented and carried by unanimous vote.

A motion to amend under Article 60 was offered by John E. Comando as follows:

1. By adding to Section 2.7.4.1, after the eighth paragraph, the following paragraph, "No person shall be appointed to the committee for more than two consecutive three year terms."
2. By adding to Sub-section 2.7.4.2.1, in the second sentence, after the words "The committee shall consult with" the following "the Finance Committee, the Board of Selectmen and other"
3. By adding to Sub-section 2.7.4.2.2, in the first sentence, after the words "Community Preservation Committee" the following "after consultation with the Finance Committee and the Board of Selectmen,"

Mr. Comando, Chairman, addressed this proposal on behalf of the Community Preservation Act Committee. He stated that the voters of the town should have the opportunity to vote on this Act. Under the current regulations, the State matches the revenues currently at 100%. If the percentage goes down, the Town has the opportunity to withdraw after five years. This program will help reduce future overrides. Mr. Comando recommended adoption of Article 59, 60 and 68 on behalf of the Community Preservation Act Committee.

Mr. Ronald W. Ruth explained that the Community Preservation Act would allow the Town to have funds for capital projects that the Town will need to do anyway such as Town Hall and Emory Grover. The issue before us is to allow the voters themselves to decide on this Act.

Mr. Daniel P. Matthews, Selectman, stated that the Community Preservation Act is not an end all, but a good start, particularly with a 50% state contribution. Other communities that have passed this Act feel it is beneficial to the Town. The Board of Selectmen unanimously recommends adoption of these articles.

Mr. Ted Weiner, Chairman, advised that the Finance Committee takes no position on this proposal. The Community Preservation Act is a form of override. The Town must create a separate place for each special purpose and up to 5% can be used for administration. The voters can reject this Act after five years. Town Meeting must authorize borrowing under the Community Preservation Act. However, if there is a 20-year borrowing authorization, the act must remain in effect until the end of the borrowing term.

Mr. Martin L. B. Walter spoke in opposition to this proposal.

A motion to amend was offered by Mrs. Lois Sockol to insert the words "one (1) percent" in place of the words "up to three (3) percent". Mrs. Sockol expressed concern for the group of young families with children.

Mr. Robert Y. Larsen also expressed concerns with this Act indicating that it is certainly a tax. According to Mr. Larsen the Emory Grover building is a shambles and no town agency has come forward with any concrete plan. He also expressed concern with having projects forced on residents who may have no interest.

Mr. Richard W. Gatto spoke in favor of this proposal. He advised that many towns are delighted with the Community Preservation Act - particularly with 50% matching fund from the State. He reminded Town Meeting members that this act also exempts low-income families.

Mr. Jeffrey Kristeller stated that the average annual cost to the average taxpayer is approximately \$75 - \$100 per year.

Mr. Philip V. Robey, Chairman, advised that the Park and Recreation Commission is in full support of this Article. Also speaking in favor of this article were Barbara K. Popper and Deborah S. Winnick.

In response to an inquiry from Mrs. Jill E. Owens, Mr. Ronald W. Ruth advised that the surcharge can be adjusted, matching funds are tied to revenues raised or on awards of spending, and there is a mandate each year that 10% of the fund must be earmarked for each area - conservation, historic resources, and affordable housing.

After a lengthy discussion, a motion to move the previous question on the main motions and all motions to amend was offered by Mr. Robert A. Downs. The motion was presented and carried by a two-thirds voice vote.

Mrs. Sockol's motion to amend was presented, but failed to pass by voice vote.

Mr. Comando's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried by majority vote.

VOTED: That the Town vote to accept M.G.L. Chapter 44B Sections 3 through 7, known as the Community Preservation Act, which establishes a special Community Preservation Fund that may be appropriated and spent for certain open space, historic resources and affordable housing purposes; to approve a property tax surcharge of two (2) percent of the taxes assessed annually on all real property for fiscal years beginning on or after July 1, 2004, and to exempt from the surcharge the following: (1) property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate senior housing in the community and (2) \$100,000 of the assessed valuation of Class One residential parcels.

ARTICLE 60: AMEND GENERAL BY-LAWS/COMMUNITY PRESERVATION

To see if the Town will vote to amend the General By-laws of the Town of Needham by inserting a new Section 2.7.4 and renumbering succeeding sections accordingly:

"SECTION 2.7.4 Community Preservation Committee"

2.7.4.1 Establishment

There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44B. The composition of the committee, the appointment authority and the term of office for the committee members shall be as follows:

One member of the Conservation Commission as designated by said Commission for a term of three years.

One member of the Historical Commission as designated by said Commission for a term of three years.

One member of the Housing Authority as designated by said Authority for a term of three years.

One member of the Park and Recreation Commission as designated by said Commission for an initial term of two years and thereafter for a term of three years.

One member of the Planning Board as designated by said Board for an initial term of one year and thereafter for a term of three years.

Two members to be appointed by the Board of Selectmen, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

Two members to be appointed by the Moderator, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

Should any of the Commissions, Boards, Committees, or individuals who have appointment authority under this by-law be no longer in existence for what ever reason, the appointing authority for that Commission, Board, Committee, or individual shall become the responsibility of the Board of Selectmen.

2.7.4.2 Duties

- 2.7.4.2.1** The Community Preservation Committee shall study the needs, possibilities, and resources of the town regarding community preservation. The committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Park and Recreation Commission and the Housing Authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.
- 2.7.4.2.2** The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 2.7.4.2.3** The Community Preservation Committee may include, in its proposal to the Town Meeting, a recommendation to set aside for later spending funds for purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund. The Community Preservation Committee may recommend the issuance of general obligation bonds or notes in anticipation of revenues to be raised pursuant to Mass. Gen. Laws, Chapter 44B, Section 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 2.7.4.2.4** As provided in the Massachusetts Community Preservation Act, no expenditures shall be made from the Community Preservation Fund without the approval of Town Meeting.

2.7.2.4.5

The Community Preservation Committee will submit an annual administrative and operating budget for the Community Preservation Committee, which cannot exceed five percent (5%) of the annual revenues in the Community Preservation Fund, to Town Meeting for approval.

2.7.4.3 Requirement for a Quorum and Cost Estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Proposals to the Town Meeting shall include their anticipated costs.

2.7.4.4 Exemptions

Taxpayers qualifying for the low-income exemption or the low and moderate-income senior exemption as provided for in G.L. c. 44B shall submit an application for the exemption on a form provided by the Board of Assessors within three months after the tax bill or notice is sent.

2.7.4.5 Severability

In case any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

2.7.4.6 Effective Date

This by-law shall take effect upon approval by the Attorney General of the Commonwealth, and after all requirements of M.G.L. c.40, S. 32 have been met. Each appointing authority shall have thirty days after approval by the Attorney General to make their initial appointments.

The provisions of this Community Preservation by-law shall be of no force or effect until such time as the Town Meeting and the voters of the Town vote to accept the provisions of Section 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Community Preservation Act."

or take any other action relative thereto.

Article 60 Explanation: *If the Community Preservation Act is approved by the voters, a new bylaw must be enacted to implement the provisions of MGL Chapter 44B that specifies how the Community Preservation Funds can be spent, including the process that must be followed. The by-law, proposed in this article will only go into effect if a ballot question is approved by the voters. Among the requirements of the CPA, is the formation of a Community Preservation Committee (CPC). The CPA Study Committee recommends the maximum membership of nine members with staggered terms. The statute requires one member from each of the following town boards: Conservation Commission, Housing Authority, Historical Commission, Park and Recreation Commission and Planning Board. In addition, the Board of Selectmen and the Town Moderator would each appoint two residents. The CPC will (1) study the needs of the Town regarding open space and recreation, historic preservation and community housing; (2) develop a process for the review and acceptance of project proposals; (3) develop a list of*

recommended projects; (4) present the project list to the Finance Committee in preparation for (5) the request to Town Meeting to authorize or veto any or all of the recommended projects.

MOVED: That the Town vote to amend the General By-laws of the Town of Needham by inserting a new Section 2.7.4 and renumbering succeeding sections accordingly:

"SECTION 2.7.4 Community Preservation Committee"

2.7.4.1 Establishment

There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44B. The composition of the committee, the appointment authority and the term of office for the committee members shall be as follows:

One member of the Conservation Commission as designated by said Commission for a term of three years.

One member of the Historical Commission as designated by said Commission for a term of three years.

One member of the Housing Authority as designated by said Authority for a term of three years.

One member of the Park and Recreation Commission as designated by said Commission for an initial term of two years and thereafter for a term of three years.

One member of the Planning Board as designated by said Board for an initial term of one year and thereafter for a term of three years.

Two members to be appointed by the Board of Selectmen, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

Two members to be appointed by the Moderator, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

Should any of the Commissions, Boards, Committees, or individuals who have appointment authority under this by-law be no longer in existence for what ever reason, the appointing authority for that Commission, Board, Committee, or individual shall become the responsibility of the Board of Selectmen.

2.7.4.2 Duties

2.7.4.2.1 The Community Preservation Committee shall study the needs, possibilities, and resources of the town regarding community preservation. The committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Park and Recreation Commission and the Housing Authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community

preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.

2.7.4.2.2 The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

2.7.4.2.3 The Community Preservation Committee may include, in its proposal to the Town Meeting, a recommendation to set aside for later spending funds for purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund. The Community Preservation Committee may recommend the issuance of general obligation bonds or notes in anticipation of revenues to be raised pursuant to Mass. Gen. Laws, Chapter 44B, Section 3, the proceeds of which shall be deposited in the Community Preservation Fund.

2.7.4.2.4 As provided in the Massachusetts Community Preservation Act, no expenditures shall be made from the Community Preservation Fund without the approval of Town Meeting.

2.7.2.4.5 The Community Preservation Committee will submit an annual administrative and operating budget for the Community Preservation Committee, which cannot exceed five percent (5%) of the annual revenues in the Community Preservation Fund, to Town Meeting for approval.

2.7.4.3 Requirement for a Quorum and Cost Estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Proposals to the Town Meeting shall include their anticipated costs.

2.7.4.4 Exemptions

Taxpayers qualifying for the low-income exemption or the low and moderate-income senior exemption as provided for in G.L. c. 44B shall submit an application for the exemption on a form

provided by the Board of Assessors within three months after the tax bill or notice is sent.

2.7.4.5 Severability

In case any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

2.7.4.6 Effective Date

This by-law shall take effect upon approval by the Attorney General of the Commonwealth, and after all requirements of M.G.L. c.40, S. 32 have been met. Each appointing authority shall have thirty days after approval by the Attorney General to make their initial appointments.

The provisions of this Community Preservation by-law shall be of no force or effect until such time as the Town Meeting and the voters of the Town vote to accept the provisions of Section 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Community Preservation Act.”

Mr. Comando’s motion to amend under Article 60 was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and passed by majority vote.

VOTED: That the Town vote to amend the General By-laws of the Town of Needham by inserting a new Section 2.7.4 and renumbering succeeding sections accordingly:

“SECTION 2.7.4 Community Preservation Committee

2.7.4.1 Establishment

There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44B. The composition of the committee, the appointment authority and the term of office for the committee members shall be as follows:

One member of the Conservation Commission as designated by said Commission for a term of three years.

One member of the Historical Commission as designated by said Commission for a term of three years.

One member of the Housing Authority as designated by said Authority for a term of three years.

One member of the Park and Recreation Commission as designated by said Commission for an initial term of two years and thereafter for a term of three years.

One member of the Planning Board as designated by said Board for an initial term of one year and thereafter for a term of three years.

Two members to be appointed by the Board of Selectmen, one member to be appointed for a term of one year and thereafter for a term of three years and one member to be appointed for a term of two years and thereafter for a term of three years.

Two members to be appointed by the Moderator, one member to be appointed for a term of one year and thereafter for a term of

three years and one member to be appointed for a term of two years and thereafter for a term of three years.

No person shall be appointed to the committee for more than two consecutive three year terms.

Should any of the Commissions, Boards, Committees, or individuals who have appointment authority under this by-law be no longer in existence for what ever reason, the appointing authority for that Commission, Board, Committee, or individual shall become the responsibility of the Board of Selectmen.

2.7.4.2 Duties

2.7.4.2.1 The Community Preservation Committee shall study the needs, possibilities, and resources of the town regarding community preservation. The committee shall consult with the Finance Committee, the Board of Selectmen and other existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Park and Recreation Commission and the Housing Authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.

2.7.4.2.2 The Community Preservation Committee, after consultation with the Finance Committee and the Board of Selectmen, shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

2.7.4.2.3 The Community Preservation Committee may include, in its proposal to the Town Meeting, a recommendation to set aside for later spending funds for purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund. The Community Preservation Committee may recommend the issuance of general obligation bonds or notes in anticipation of revenues to be raised pursuant to Mass. Gen. Laws, Chapter 44B, Section 3, the proceeds of which

shall be deposited in the Community Preservation Fund.

2.7.4.2.4 As provided in the Massachusetts Community Preservation Act, no expenditures shall be made from the Community Preservation Fund without the approval of Town Meeting.

2.7.2.4.5 The Community Preservation Committee will submit an annual administrative and operating budget for the Community Preservation Committee, which cannot exceed five percent (5%) of the annual revenues in the Community Preservation Fund, to Town Meeting for approval.

2.7.4.3 Requirement for a Quorum and Cost Estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Proposals to the Town Meeting shall include their anticipated costs.

2.7.4.4 Exemptions

Taxpayers qualifying for the low-income exemption or the low and moderate-income senior exemption as provided for in G.L. c. 44B shall submit an application for the exemption on a form provided by the Board of Assessors within three months after the tax bill or notice is sent.

2.7.4.5 Severability

In case any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

2.7.4.6 Effective Date

This by-law shall take effect upon approval by the Attorney General of the Commonwealth, and after all requirements of M.G.L. c.40, S. 32 have been met. Each appointing authority shall have thirty days after approval by the Attorney General to make their initial appointments.

The provisions of this Community Preservation by-law shall be of no force or effect until such time as the Town Meeting and the voters of the Town vote to accept the provisions of Section 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Community Preservation Act.

ARTICLE 68: CONTINUE COMMUNITY PRESERVATION ACT COMMITTEE

To see if the Town will continue the Community Preservation Act Committee, established by vote of the 2003 Annual Town Meeting under Article 68, to direct and authorize said Committee to study said Act and make recommendations as to local acceptance or other action regarding said Act, said Committee shall report back to the next Annual Town Meeting or sooner, or take any other action relative thereto.

MOVED: That the Town vote to continue the Community Preservation Act Committee, established by vote of the 2003 Annual Town Meeting under Article 68, to direct and authorize said Committee to study said Act and make recommendations as to local acceptance or other action regarding said Act, said Committee shall report back to the next Annual Town Meeting or sooner.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 61: HOME RULE PETITION – FORM OF GOVERNMENT

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, for the enactment of a special law substantially in the following form of the proposed act printed below as part of this article and entitled:

“AN ACT RELATIVE TO THE REVISION OF THE CHARTER OF THE TOWN OF NEEDHAM

Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of same, as follows:

The Charter of the Town of Needham is hereby amended as follows.

1. By renumbering the sections of said charter so as to follow consecutively starting with Section 19 of Part 3 through Section 46 of Part 5.

2. By deleting in Section 19 of said charter the words “Three or more assistant assessors, if the Town shall so vote for the term of three years.”

3. By deleting Section 20 of said charter and inserting in place thereof the following new Sections 21 through 25:

Section 20. Referendum on Elected Status

The officials, boards, and committees listed in Section 19 of this Charter may be changed from elected to appointed status after the affirmative vote of a majority of the registered voters of the town voting thereon at a town election.

Section 21. Appointed Officials

21.1 The board of selectmen shall appoint and may remove a town manager or acting town manager in accordance with the provisions of Section 22 of this Charter.

21.2 The selectmen shall appoint town counsel, members of the board of appeals, election officers, registrars of voters except the town clerk, members of the historic commission, conservation commission, commission on disabilities, and, except as provided in section 19, all other boards, committees, and commissions of the town for whom no other method of selection is provided in this charter or by by-law.

21.3 The town manager shall appoint, subject to the approval of the board of selectmen: a chief of the police department; a chief of the fire department; a director of

- public works; an assistant town manager/director of finance (or person performing said function regardless of title); and an assistant town manager/personnel director (or person performing said function regardless of title).
- 21.4 The town manager shall be the appointing authority for the following officials and employees of the town:
- 21.4.1 a town comptroller, a town treasurer/tax collector, a planning director, an administrative assessor, an inspector of buildings, a director of public health, a director of veterans' services, a director of park and recreation, a director of youth services, a director of management information systems, an executive director of the council on aging, a library director, a town engineer, a director of municipal building maintenance, and a building construction and renovation manager, or persons performing said functions regardless of title.
- 21.4.2 all other employees and officials of the town for whom no other method of selection is provided in this charter, with the exception of the executive secretary of the finance committee, who shall be appointed by that committee, and employees of the school department.
- 21.4.3 The town manager will consult with the elected or appointed board or committee having jurisdiction over a department, if any, prior to making an appointment in accordance with section 21.4.1
- 21.5 Any person so appointed by the town manager under sections 21.3 and 21.4, who is not subject to the provisions of chapter thirty-one of the General Laws, may be removed by the town manager, provided, however, that no removal shall be made of officers listed in section 21.3, except with the approval of the selectmen, and that no removal shall be made of other employees or officers until the town manager consults with the elected or appointed boards or committees having jurisdiction over that employee's department, if any.

Section 22. Appointment and Removal of Town Manager

22.1 Appointment of Town Manager

- 22.1.1 The selectmen shall appoint, for a term not to exceed three years, a town manager, who shall be a professionally qualified person of proven ability who has had substantial involvement with municipal government and is appropriately fitted by education, training, and by previous full-time paid experience in a responsible administrative position to perform the duties of the office.
- 22.1.2 Upon expiration of such term, or upon the resignation or removal of the town manager, or in the event of any vacancy in the office of

town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties, and shall appoint a successor with the above specified qualifications forthwith.

- 22.1.3 The town manager shall be appointed without regard to his or her party or political designation. He or she shall be a citizen of the United States of America. No person holding elective public office in the town with the exception of town meeting member shall, within three years of holding such office, be eligible for appointment as town manager.

- 22.1.4 The town manager shall not hold any elective public office nor engage in any other business or occupation during his or her tenure except for part-time consultative or teaching duties, directly related to the profession of municipal management and with the specific consent of the selectmen. The town manager may be appointed for successive terms of office.

- 22.1.5 Before entering upon the duties of his or her office, the town manager shall be sworn, in the presence of a majority of the selectmen, to the faithful and impartial performance thereof by the town clerk or a justice of the peace.

- 22.2 Acting Town Manager The town manager may designate, subject to the approval of the selectmen, by means of a letter filed with the town clerk, a suitable person to perform his or her duties during his or her temporary absence or disability. If the town manager fails to make such appointment, or the person so appointed fails to serve, the selectmen may appoint a suitable person to perform such duties. In the event of any vacancy in the office of town manager or the suspension of the town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties.

- 22.3 Removal of the Manager The selectmen may suspend or remove the town manager by the affirmative vote of a majority of the full membership of the board.

Section 23. Powers and Duties of the Manager The town manager shall be the chief executive officer of the Town. In addition to other powers and duties provided for in this charter, the town manager shall have the following powers and duties:

- 23.1 The town manager shall supervise, either directly or through a person or persons appointed by him or her in accordance with this charter, all department managers, except the school department managers. The town manager shall be responsible for the efficient administration of all departments except the school department. The town manager shall not, however, exercise any control over the discretionary power vested by statute in any board, committee, commission or officer.
- 23.1.1 The town manager, consistent with the provisions of this charter, the General Laws, and town by-law, may, with the approval of elected boards having jurisdiction over

	affected departments, where applicable, and with the approval of the selectmen after a public hearing held by the selectmen for that purpose, reorganize, consolidate or abolish departments under his or her supervision, and establish such new departments as he or she deems necessary. With such approval, the town manager may transfer the duties and powers, and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of one department to another.		agreements shall be subject to the approval of the board of selectmen.
23.3	The town manager shall have jurisdiction over the rental and use of all town property, except school property, and shall be responsible for the maintenance and repair of all town buildings, including school buildings and grounds. Said town manager shall be responsible for the preparation of plans and supervision of all work on existing and new buildings, including work on school buildings, unless otherwise assigned by the town meeting to a permanent building committee. Plans for the construction or improvement of school buildings or property shall be subject to the approval of the school committee.	23.8	The town manager shall keep full and complete records of the office of town manager and shall render as often as may be required by the board of selectmen a full report of all operations during the period reported on.
23.4	The town manager shall be the purchasing agent for the town and shall award all contracts for all departments and activities of the town with the exception of the school department.	23.9	The town manager shall keep the board of selectmen fully advised as to the needs of the town and shall recommend to the board of selectmen for adoption such measures requiring action by them or by the town as may be deemed necessary or expedient by the town manager.
23.5	Subject to the approval of the board of selectmen, the town manager shall adopt rules and regulations establishing a personnel system. The personnel system shall make use of modern concepts of personnel management (and may include, but not be limited to, the following elements: a method of administration; personnel policies indicating the rights, obligations and benefits of employees; a classification plan; a compensation plan; a method of recruiting and selecting employees based on merit principles; a centralized record keeping system; disciplinary and grievance procedures; a professional development and training program; and other elements that are deemed necessary.) All town agencies and positions shall be subject to the rules and regulations adopted under this section, excluding employees of the school department and employees covered by collective bargaining agreements.	23.10	The town manager shall be responsible for the implementation of town meeting votes and shall report annually in writing to the town meeting on the status of prior town meeting votes on which implementation is not complete.
	Prior to the adoption of rules, regulations, policies, and classification and compensation plans, the town manager shall confer with the personnel board. The town manager may seek the assistance of the personnel board in the establishment and maintenance of the classification system.	23.11	The town manager shall administer, either directly or through a person or persons appointed by him or her in accordance with this charter, all provisions of general and special laws applicable to said town, and by-laws and votes of the town, and all rules and regulations made by the selectmen.
23.6	The town manager shall fix the compensation of all town employees except those under the jurisdiction of the school committee within the limits established by appropriation and subject to any applicable provisions of M.G.L. chapter 31.	23.12	The town manager shall report to the selectmen and the finance committee as to the financial condition of the town.
23.7	The town manager shall negotiate and administer all collective bargaining agreements with town employees, except employees of the school department, over wages and other terms and conditions of employment. The town manager may, subject to the approval of the board of selectmen, employ special counsel to assist in the performance of these duties. Collective bargaining	23.13	The town manager shall have access to all town books and papers for information necessary for the proper performance of his or her duties, and may, without notice, cause the affairs of any department or activity under his or her control, or the conduct of any officer or employee thereof, to be examined.
		23.14	The town manager shall be accessible and available for consultation to chairs of boards, committees and commissions of the town, whether appointed or elected, and shall make accessible and available to them such data and records of his or her office as may be requested in connection with their official duties.
		23.15	The town manager shall perform such other duties consistent with his or her office as may be required of him or her by the by-laws or vote of the town or by the vote of the selectmen.
		23.16	The town manager shall be the chief fiscal officer of the town. Warrants for the payment of town funds prepared by the town comptroller, in accordance with the provisions of section fifty-six of chapter forty-one of the General Laws, shall be submitted to the town manager. The approval of any such warrant by the town manager, or in his or her absence the acting town manager, shall be sufficient authority to authorize payment by the town treasurer, but the selectmen shall approve all warrants in the event of the absence of the town manager or acting town manager, or a vacancy in the office of town manager.
		23.17	Whenever any payroll, bill or other claim against the town is presented to the town manager, he or she shall, if the same seems to him/her to be of doubtful validity,

excessive in amount, or otherwise contrary to the interests of the town, immediately investigate the facts and report them to the selectmen who shall determine what, if any, payment should be made. Pending such investigation and determination by the selectmen, payment shall be withheld.

Section 24. Estimate of Capital Expenditures All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him or her in writing a detailed estimate of the capital expenditures, as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The town manager, after consultation with the board of selectmen, shall submit in writing to the board of selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The selectmen shall transmit a copy of the capital budget to the finance committee along with the board of selectmen's recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.

Section 25. Annual Budget The town manager, after consultation with the board of selectmen, shall submit to the board of selectmen and finance committee a proposed budget for the ensuing fiscal year. The proposed budget shall provide estimates of town revenues and proposed expenditures of all town departments. For the purposes of enabling the town manager to develop the annual budget, all boards, departments, committees, commissions and officers of the town, except the school committee, shall annually, at the request of the town manager, submit to him or her in writing spending requests for the operation, maintenance and administration of their respective departments for the ensuing fiscal year. The school committee shall submit to the manager, at his or her request, a total budget estimate for the next fiscal year. The finance committee shall review the proposed budget and, after review and deliberation, report its recommendations to Town Meeting. The finance committee's recommendation on the operating budget shall be considered the main motion to be acted on by town meeting. The calendar date on or before which the budget is to be submitted to the finance committee, and the calendar date on or before which such budget will be transmitted by the finance committee for publication shall be specified by by-law.

4. By deleting Section 28 (formerly Section 23) of said charter and inserting in place thereof the following:

Section 28. Director of Public Works The town manager shall appoint a director of public works, who shall administer, under the supervision of the town manager, such departments of the town under the control of the selectmen as they may designate. He or she shall be responsible for the efficient administration of all departments within the scope of his or her duty, and shall hold office subject to the will of the town manager, consistent with the provisions of section 21.3 of this charter. He or she shall be specially fitted by education, training and experience to perform the duties of said office, and may or may not be a resident of the town. During his or her tenure, he or she

shall hold no elective public office or other public appointive office, nor shall he or she be engaged in any other business or occupation. He or she shall, subject to the approval of the town manager, appoint such assistants, agents and employees as the performance of the duties of the various departments under his supervision may require, and may with like approval remove them. He or she shall keep full and complete records of the doings of his or her office and shall have charge of and shall preserve, arrange and index so as to be readily accessible to the public all plans, surveys, field notes, records, documents and inventories connected with engineering operations of the town, and render to the town manager, as often as he or she may require, a full report of all operations under his or her control during the period reported upon; and annually, or from time to time as required by the town manager, he or she shall make a synopsis of all such reports for publication. He or she shall keep the town manager fully advised as to the needs of the town within the scope of his duties, and shall furnish to the town manager a carefully prepared and detailed estimate in writing of the appropriations required during the ensuing fiscal year for the proper conduct of all departments of the town under his or her supervision.

5. By deleting in Section 30 (formerly Section 25) of said charter the words "said board" and inserting in place thereof the words "the town manager."

6. By deleting in Section 31 (formerly Section 26) of said charter the numbers "twenty-four through thirty-one" and inserting in place thereof the numbers "twenty-nine through thirty-six."

7. By deleting in Section 33 (formerly Section 28) of said charter the number "twenty-five" and inserting in place thereof the number "thirty."

8. By deleting Section 35 (formerly Section 30) of said charter and inserting in place thereof the following:

Section 35. Sewer Contracts All contracts made for the purposes of sections twenty-nine to thirty-six, inclusive, shall be made in the name of the town and shall be signed by the town manager. No contract shall be made, or obligation incurred, hereunder for said purposes in excess of the amount of money appropriated by the town therefor.

9. By deleting Part 7 in its entirety and inserting in place thereof the following:

PART 7. GENERAL PROVISIONS

Section 42. Construction The provisions of this charter act shall be construed as if said act had been adopted by the procedure set forth in sections three and four of Article LXXXIX of the Amendments to the Constitution of the Commonwealth. The powers granted to the town of this charter act shall be liberally construed in order to give full effect to the powers specifically granted herein. The provisions of this charter act as originally adopted shall be construed as a continuation of the provisions of the existing law in effect at the time of its adoption unless the contrary is clearly required by the context thereof.

Section 43. Severability The provisions of this charter act are severable. If any of the provisions of this charter act are held to be unconstitutional, or invalid, the remaining provisions of said act shall not be affected thereby. If the

application of this charter act or any of its provisions to any person or circumstances is held to be invalid, the application of said act and its provisions to other persons or circumstances shall not be affected thereby.

Section 44. Repeal of Certain Acts Chapter seventy-three of the acts of nineteen hundred and twenty-three, chapter four hundred and fifty-four of the acts of nineteen hundred and twenty-four, chapter one hundred and eighty-nine of the acts of nineteen hundred and thirty-two, chapter twenty-nine of the acts of nineteen hundred and thirty-four, chapter sixty-eight of the acts of nineteen hundred and thirty-seven, chapter thirty of the acts of nineteen hundred and fifty, chapter twenty-one of the acts of nineteen hundred and fifty-five, chapter seventy-four of the acts of nineteen hundred and fifty-five, chapter three hundred and fifty-nine of the acts of nineteen hundred and fifty-six, chapter three hundred and sixty-eight of the acts of nineteen hundred and fifty-six, chapter eighty-four of the acts of nineteen hundred and fifty-nine and chapter one hundred and forty of the acts of nineteen hundred and sixty-five are hereby repealed.

Section 45. Existing Law All general laws, and all special laws, town by-laws, rules and regulations of or pertaining to the town which are in force when this charter act takes full effect, and which are not specifically repealed hereby, shall continue in full force and effect until amended or rescinded by due course of law or expire by their own limitation. Nothing in this charter act shall affect or impair the rights or privileges of persons who are town officials or employees at the time it takes effect or derogate from the protection afforded to them by the civil service law, laws relating to veterans' tenure, or chapter thirty-two of the General Laws. Nothing contained herein shall impair any existing contractual rights established prior to the adoption of this charter act or any amendment thereto.

Section 46. Submission of Act to Voters This charter act shall be submitted for acceptance to the registered voters of the town of Needham at the election next held following the passage of this charter act. The vote shall be taken by ballot in accordance with the provisions of the General Laws, so far as the same shall be applicable, in answer to the following question which shall be placed upon the official ballot to be used in said town at said election: – "Shall an act passed by the General Court in the year two thousand and four, entitled 'An Act relative to the Revision of the Charter of the Town of Needham', be accepted?"

Upon its acceptance by a majority of the registered voters of said town voting thereon at said election, as aforesaid, this charter act shall take effect in the town of Needham one hundred and eighty-five (185) days following said election, as herein provided, but not otherwise." or take any other action relative thereto.

Article 61 Explanation: The Board of Selectmen recommends that Needham adopt a revision of the Town charter. The main features of the restructuring proposal include: replacing the position of Town Administrator with that of a Town Manager with greater appointing and supervisory authority; assigning responsibility to the Town Manager for initial preparation of a recommended town-wide budget each year; and regrouping the functions of the Permanent Public Building Committee and the Municipal Building Maintenance Board. This proposal will require both a charter change and a change in the Town's General By-laws. If the home rule petition to revise the charter is adopted by Town Meeting, it will be forwarded to the State Legislature for action. Proposed revisions to the General By-law

would be presented to Town Meeting after the home rule petition is enacted.

MOVED: That the Town vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, for the enactment of a special law substantially in the following form of the proposed act printed below as part of this article and entitled:

"AN ACT RELATIVE TO THE REVISION OF THE CHARTER OF THE TOWN OF NEEDHAM"

Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of same, as follows:

The Charter of the Town of Needham is hereby amended as follows.

1. By renumbering the sections of said charter so as to follow consecutively starting with Section 19 of Part 3 through Section 46 of Part 5.
2. By deleting in Section 19 of said charter the words "Three or more assistant assessors, if the Town shall so vote for the term of three years."
3. By deleting Section 20 of said charter and inserting in place thereof the following new Sections 21 through 25:

Section 20. Referendum on Elected Status

The officials, boards, and committees listed in Section 19 of this Charter may be changed from elected to appointed status after the affirmative vote of a majority of the registered voters of the town voting thereon at a town election.

Section 21. Appointed Officials

- 21.1 The board of selectmen shall appoint and may remove a town manager or acting town manager in accordance with the provisions of Section 22 of this Charter.
- 21.2 The selectmen shall appoint town counsel, members of the board of appeals, election officers, registrars of voters except the town clerk, members of the historic commission, conservation commission, commission on disabilities, and, except as provided in section 19, all other boards, committees, and commissions of the town for whom no other method of selection is provided in this charter or by by-law.
- 21.3 The town manager shall appoint, subject to the approval of the board of selectmen: a chief of the police department; a chief of the fire department; a director of public works; an assistant town manager/director of finance (or person performing said function regardless of title); and an assistant town manager/personnel director (or person performing said function regardless of title).
- 21.4 The town manager shall be the appointing authority for the following officials and employees of the town:
 - 21.4.1 a town comptroller, a town treasurer/tax collector, a planning director, an administrative assessor, an inspector of

buildings, a director of public health, a director of veterans' services, a director of park and recreation, a director of youth services, a director of management information systems, an executive director of the council on aging, a library director, a town engineer, a director of municipal building maintenance, and a building construction and renovation manager, or persons performing said functions regardless of title.

21.4.2 all other employees and officials of the town for whom no other method of selection is provided in this charter, with the exception of the executive secretary of the finance committee, who shall be appointed by that committee, and employees of the school department.

21.4.3 The town manager will consult with the elected or appointed board or committee having jurisdiction over a department, if any, prior to making an appointment in accordance with section 21.4.1

21.5 Any person so appointed by the town manager under sections 21.3 and 21.4, who is not subject to the provisions of chapter thirty-one of the General Laws, may be removed by the town manager, provided, however, that no removal shall be made of officers listed in section 21.3, except with the approval of the selectmen, and that no removal shall be made of other employees or officers until the town manager consults with the elected or appointed boards or committees having jurisdiction over that employee's department, if any.

Section 22. Appointment and Removal of Town Manager

22.1 Appointment of Town Manager

22.1.1 The selectmen shall appoint, for a term not to exceed three years, a town manager, who shall be a professionally qualified person of proven ability who has had substantial involvement with municipal government and is appropriately fitted by education, training, and by previous full-time paid experience in a responsible administrative position to perform the duties of the office.

22.1.2 Upon expiration of such term, or upon the resignation or removal of the town manager, or in the event of any vacancy in the office of town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties, and shall appoint a successor with the above specified qualifications forthwith.

22.1.3 The town manager shall be appointed without regard to his or her party or political designation. He or she shall be a citizen of the United States of America. No person holding elective public office in the town with the exception of town meeting member shall,

within three years of holding such office, be eligible for appointment as town manager.

22.1.4 The town manager shall not hold any elective public office nor engage in any other business or occupation during his or her tenure except for part-time consultative or teaching duties, directly related to the profession of municipal management and with the specific consent of the selectmen. The town manager may be appointed for successive terms of office.

22.1.5 Before entering upon the duties of his or her office, the town manager shall be sworn, in the presence of a majority of the selectmen, to the faithful and impartial performance thereof by the town clerk or a justice of the peace.

22.2 Acting Town Manager The town manager may designate, subject to the approval of the selectmen, by means of a letter filed with the town clerk, a suitable person to perform his or her duties during his or her temporary absence or disability. If the town manager fails to make such appointment, or the person so appointed fails to serve, the selectmen may appoint a suitable person to perform such duties. In the event of any vacancy in the office of town manager or the suspension of the town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties.

22.3 Removal of the Manager The selectmen may suspend or remove the town manager by the affirmative vote of a majority of the full membership of the board.

Section 23. Powers and Duties of the Manager The town manager shall be the chief executive officer of the Town. In addition to other powers and duties provided for in this charter, the town manager shall have the following powers and duties:

23.1 The town manager shall supervise, either directly or through a person or persons appointed by him or her in accordance with this charter, all department managers, except the school department managers. The town manager shall be responsible for the efficient administration of all departments except the school department. The town manager shall not, however, exercise any control over the discretionary power vested by statute in any board, committee, commission or officer.

23.1.1 The town manager, consistent with the provisions of this charter, the General Laws, and town by-law, may, with the approval of elected boards having jurisdiction over affected departments, where applicable, and with the approval of the selectmen after a public hearing held by the selectmen for that purpose, reorganize, consolidate or abolish departments under his or her supervision, and establish such new departments as he or she deems necessary. With such approval, the town manager may transfer the duties and powers, and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of one department to another.

23.3 The town manager shall have jurisdiction over the rental and use of all town property, except school property, and

	shall be responsible for the maintenance and repair of all town buildings, including school buildings and grounds. Said town manager shall be responsible for the preparation of plans and supervision of all work on existing and new buildings, including work on school buildings, unless otherwise assigned by the town meeting to a permanent building committee. Plans for the construction or improvement of school buildings or property shall be subject to the approval of the school committee.		
23.4	The town manager shall be the purchasing agent for the town and shall award all contracts for all departments and activities of the town with the exception of the school department.	23.10	The town manager shall be responsible for the implementation of town meeting votes and shall report annually in writing to the town meeting on the status of prior town meeting votes on which implementation is not complete.
23.5	Subject to the approval of the board of selectmen, the town manager shall adopt rules and regulations establishing a personnel system. The personnel system shall make use of modern concepts of personnel management (and may include, but not be limited to, the following elements: a method of administration; personnel policies indicating the rights, obligations and benefits of employees; a classification plan; a compensation plan; a method of recruiting and selecting employees based on merit principles; a centralized record keeping system; disciplinary and grievance procedures; a professional development and training program; and other elements that are deemed necessary.) All town agencies and positions shall be subject to the rules and regulations adopted under this section, excluding employees of the school department and employees covered by collective bargaining agreements.	23.11	The town manager shall administer, either directly or through a person or persons appointed by him or her in accordance with this charter, all provisions of general and special laws applicable to said town, and by-laws and votes of the town, and all rules and regulations made by the selectmen.
	Prior to the adoption of rules, regulations, policies, and classification and compensation plans, the town manager shall confer with the personnel board. The town manager may seek the assistance of the personnel board in the establishment and maintenance of the classification system.	23.12	The town manager shall report to the selectmen and the finance committee as to the financial condition of the town.
23.6	The town manager shall fix the compensation of all town employees except those under the jurisdiction of the school committee within the limits established by appropriation and subject to any applicable provisions of M.G.L. chapter 31.	23.13	The town manager shall have access to all town books and papers for information necessary for the proper performance of his or her duties, and may, without notice, cause the affairs of any department or activity under his or her control, or the conduct of any officer or employee thereof, to be examined.
23.7	The town manager shall negotiate and administer all collective bargaining agreements with town employees, except employees of the school department, over wages and other terms and conditions of employment. The town manager may, subject to the approval of the board of selectmen, employ special counsel to assist in the performance of these duties. Collective bargaining agreements shall be subject to the approval of the board of selectmen.	23.14	The town manager shall be accessible and available for consultation to chairs of boards, committees and commissions of the town, whether appointed or elected, and shall make accessible and available to them such data and records of his or her office as may be requested in connection with their official duties.
23.8	The town manager shall keep full and complete records of the office of town manager and shall render as often as may be required by the board of selectmen a full report of all operations during the period reported on.	23.15	The town manager shall perform such other duties consistent with his or her office as may be required of him or her by the by-laws or vote of the town or by the vote of the selectmen.
23.9	The town manager shall keep the board of selectmen fully advised as to the needs of the town and shall recommend to the board of selectmen for adoption such measures requiring action by them or by the town as may be deemed necessary or expedient by the town manager.	23.16	The town manager shall be the chief fiscal officer of the town. Warrants for the payment of town funds prepared by the town comptroller, in accordance with the provisions of section fifty-six of chapter forty-one of the General Laws, shall be submitted to the town manager. The approval of any such warrant by the town manager, or in his or her absence the acting town manager, shall be sufficient authority to authorize payment by the town treasurer, but the selectmen shall approve all warrants in the event of the absence of the town manager or acting town manager, or a vacancy in the office of town manager.
		23.17	Whenever any payroll, bill or other claim against the town is presented to the town manager, he or she shall, if the same seems to him/her to be of doubtful validity, excessive in amount, or otherwise contrary to the interests of the town, immediately investigate the facts and report them to the selectmen who shall determine what, if any, payment should be made. Pending such investigation and determination by the selectmen, payment shall be withheld.
		Section 24.	<u>Estimate of Capital Expenditures</u> All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him or her in writing a detailed estimate of the capital expenditures, as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The town manager, after consultation with the board of selectmen, shall

submit in writing to the board of selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The selectmen shall transmit a copy of the capital budget to the finance committee along with the board of selectmen's recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.

Section 25. Annual Budget The town manager, after consultation with the board of selectmen, shall submit to the board of selectmen and finance committee a proposed budget for the ensuing fiscal year. The proposed budget shall provide estimates of town revenues and proposed expenditures of all town departments. For the purposes of enabling the town manager to develop the annual budget, all boards, departments, committees, commissions and officers of the town, except the school committee, shall annually, at the request of the town manager, submit to him or her in writing spending requests for the operation, maintenance and administration of their respective departments for the ensuing fiscal year. The school committee shall submit to the manager, at his or her request, a total budget estimate for the next fiscal year. The finance committee shall review the proposed budget and, after review and deliberation, report its recommendations to Town Meeting. The finance committee's recommendation on the operating budget shall be considered the main motion to be acted on by town meeting. The calendar date on or before which the budget is to be submitted to the finance committee, and the calendar date on or before which such budget will be transmitted by the finance committee for publication shall be specified by by-law.

4. By deleting Section 28 (formerly Section 23) of said charter and inserting in place thereof the following:

Section 28. Director of Public Works The town manager shall appoint a director of public works, who shall administer, under the supervision of the town manager, such departments of the town under the control of the selectmen as they may designate. He or she shall be responsible for the efficient administration of all departments within the scope of his or her duty, and shall hold office subject to the will of the town manager, consistent with the provisions of section 21.3 of this charter. He or she shall be specially fitted by education, training and experience to perform the duties of said office, and may or may not be a resident of the town. During his or her tenure, he or she shall hold no elective public office or other public appointive office, nor shall he or she be engaged in any other business or occupation. He or she shall, subject to the approval of the town manager, appoint such assistants, agents and employees as the performance of the duties of the various departments under his supervision may require, and may with like approval remove them. He or she shall keep full and complete records of the doings of his or her office and shall have charge of and shall preserve, arrange and index so as to be readily accessible to the public all plans, surveys, field notes, records, documents and inventories connected with engineering operations of the town, and render to the town manager, as often as he or she may require, a full report of all operations under his or her control during the period reported upon; and annually, or from time to time as required by the town manager, he or she shall make a synopsis of all such reports for publication. He or she shall keep the town manager fully advised as to the needs of the town within the scope of his duties, and shall furnish to the town manager a carefully prepared

and detailed estimate in writing of the appropriations required during the ensuing fiscal year for the proper conduct of all departments of the town under his or her supervision.

5. By deleting in Section 30 (formerly Section 25) of said charter the words "said board" and inserting in place thereof the words "the town manager."

6. By deleting in Section 31 (formerly Section 26) of said charter the numbers "twenty-four through thirty-one" and inserting in place thereof the numbers "twenty-nine through thirty-six."

7. By deleting in Section 33 (formerly Section 28) of said charter the number "twenty-five" and inserting in place thereof the number "thirty."

8. By deleting Section 35 (formerly Section 30) of said charter and inserting in place thereof the following:

Section 35. Sewer Contracts All contracts made for the purposes of sections twenty-nine to thirty-six, inclusive, shall be made in the name of the town and shall be signed by the town manager. No contract shall be made, or obligation incurred, hereunder for said purposes in excess of the amount of money appropriated by the town therefor.

9. By deleting Part 7 in its entirety and inserting in place thereof the following:

PART 7. GENERAL PROVISIONS

Section 42. Construction The provisions of this charter act shall be construed as if said act had been adopted by the procedure set forth in sections three and four of Article LXXXIX of the Amendments to the Constitution of the Commonwealth. The powers granted to the town of this charter act shall be liberally construed in order to give full effect to the powers specifically granted herein. The provisions of this charter act as originally adopted shall be construed as a continuation of the provisions of the existing law in effect at the time of its adoption unless the contrary is clearly required by the context thereof.

Section 43. Severability The provisions of this charter act are severable. If any of the provisions of this charter act are held to be unconstitutional, or invalid, the remaining provisions of said act shall not be affected thereby. If the application of this charter act or any of its provisions to any person or circumstances is held to be invalid, the application of said act and its provisions to other persons or circumstances shall not be affected thereby.

Section 44. Repeal of Certain Acts Chapter seventy-three of the acts of nineteen hundred and twenty-three, chapter four hundred and fifty-four of the acts of nineteen hundred and twenty-four, chapter one hundred and eighty-nine of the acts of nineteen hundred and thirty-two, chapter twenty-nine of the acts of nineteen hundred and thirty-four, chapter sixty-eight of the acts of nineteen hundred and thirty-seven, chapter thirty of the acts of nineteen hundred and fifty, chapter twenty-one of the acts of nineteen hundred and fifty-five, chapter seventy-four of the acts of nineteen hundred and fifty-five, chapter three hundred and fifty-nine of the acts of nineteen hundred and fifty-six, chapter three hundred and sixty-eight of the acts of nineteen hundred and fifty-six, chapter eighty-four of the acts of nineteen hundred and fifty-

nine and chapter one hundred and forty of the acts of nineteen hundred and sixty-five are hereby repealed.

Section 45. Existing Law All general laws, and all special laws, town by-laws, rules and regulations of or pertaining to the town which are in force when this charter act takes full effect, and which are not specifically repealed hereby, shall continue in full force and effect until amended or rescinded by due course of law or expire by their own limitation. Nothing in this charter act shall affect or impair the rights or privileges of persons who are town officials or employees at the time it takes effect or derogate from the protection afforded to them by the civil service law, laws relating to veterans' tenure, or chapter thirty-two of the General Laws. Nothing contained herein shall impair any existing contractual rights established prior to the adoption of this charter act or any amendment thereto.

Section 46. Submission of Act to Voters This charter act shall be submitted for acceptance to the registered voters of the town of Needham at the election next held following the passage of this charter act. The vote shall be taken by ballot in accordance with the provisions of the General Laws, so far as the same shall be applicable, in answer to the following question which shall be placed upon the official ballot to be used in said town at said election: -- "Shall an act passed by the General Court in the year two thousand and four, entitled 'An Act relative to the Revision of the Charter of the Town of Needham', be accepted?"

Upon its acceptance by a majority of the registered voters of said town voting thereon at said election, as aforesaid, this charter act shall take effect in the town of Needham one hundred and eighty-five (185) days following said election, as herein provided, but not otherwise.

The following substitute motion under article 61 was offered by Daniel P. Matthews:

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, for the enactment of a special law substantially in the following form of the proposed act printed below as part of this article and entitled:

AN ACT RELATIVE TO THE REVISION OF THE CHARTER OF THE TOWN OF NEEDHAM

Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of same, as follows:

SECTION 1. Section 19 of chapter 403 of the acts of 1971 is hereby amended by striking out the words "Three or more assistant assessors, if the town shall so vote for the term of three years" in lines 14 and 15.

SECTION 2. Said chapter 403 is hereby further amended by striking section 20 and inserting in place thereof the following 5 sections:

Section 20. Appointed Officials

- (a) The board of selectmen shall appoint and may remove a town manager or acting town manager in accordance with the provisions of Section 20A of this Charter.
- (b) The selectmen shall appoint town counsel, members of the board of appeals, election officers, registrars of

voters except the town clerk, members of the historic commission, conservation commission, commission on disabilities, and, except as provided in section 19, all other boards, committees, and commissions of the town for whom no other method of selection is provided in this charter or by by-law.

- (c) The town manager shall appoint, subject to the approval of the board of selectmen: a chief of the police department; a chief of the fire department; a director of public works; an assistant town manager/director of finance (or person performing said function regardless of title); and an assistant town manager/personnel director (or person performing said function regardless of title). Appointments made by the town manager shall become effective upon the approval of the board of selectmen. If the board of selectmen shall fail to act, appointments made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed appointment is filed with the board of selectmen. For the purposes of this section, notice of appointment shall be considered filed with the board of selectmen when such notice is filed at an open meeting of the board of selectmen.

- (d) The town manager shall be the appointing authority for the following officials and employees of the town:

1. a town comptroller, a town treasurer/tax collector, a planning director, an administrative assessor, an inspector of buildings, a director of public health, a director of veterans' services, a director of park and recreation, a director of youth services, a director of management information systems, an executive director of the council on aging, a library director, a town engineer, a director of municipal building maintenance, and a building construction and renovation manager; or persons performing said functions regardless of title.
2. all other employees and officials of the town for whom no other method of selection is provided in this charter, with the exception of the executive secretary of the finance committee, who shall be appointed by that committee, and employees of the school department.
3. Any appointment by the town manager in accordance with section 20(d)1 shall be subject to the approval of the elected or appointed board or committee having jurisdiction over a department, if any. Appointments made by the town manager shall become effective upon the approval of said board or committee. If said board or committee shall fail to act, appointments made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed appointment is filed with said board or committee. For the purposes of this section, notice of appointment shall be considered filed with said board or committee when such notice is filed at an open meeting of the board or committee.

(e) Any person so appointed by the town manager under sections 20(c) and 20(d), who is not subject to the provisions of chapter thirty-one of the General Laws, may be removed by the town manager, provided, however, that no removal shall be made of officers listed in section 20(c), except with the approval of the selectmen, and that no removal shall be made of other employees or officers until the town manager consults with the elected or appointed boards or committees having jurisdiction over that employee's department, if any. Removal of officers listed in section 20(c) shall become effective upon the approval of the board of selectmen. If the board of selectmen shall fail to act, removals made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed removal is filed with the board of selectmen. For the purposes of this section, notice of removal shall be considered filed with the board of selectmen when such notice is filed at a meeting of the board of selectmen.

Section 20A. Appointment and Removal of Town Manager

(a) Appointment of Town Manager

1. The selectmen shall appoint, for a term not to exceed three years, a town manager, who shall be a professionally qualified person of proven ability who has had substantial involvement with municipal government and is appropriately fitted by education, training, and by previous full-time paid experience in a responsible administrative position to perform the duties of the office.
2. Upon expiration of such term, or upon the resignation or removal of the town manager, or in the event of any vacancy in the office of town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties, and shall appoint a successor with the above specified qualifications forthwith.
3. The town manager shall be appointed without regard to his or her party or political designation. He or she shall be a citizen of the United States of America. No person holding elective public office in the town with the exception of town meeting member shall, within three years of holding such office, be eligible for appointment as town manager.
4. The town manager shall not hold any elective public office nor engage in any other business or occupation during his or her tenure except for part-time consultative or teaching duties, directly related to the profession of municipal management and with the specific consent of the selectmen. The town manager may be appointed for successive terms of office.
5. Before entering upon the duties of his or her office, the town manager shall be sworn, in the presence of a majority of the selectmen, to the faithful and impartial performance thereof by the town clerk or a justice of the peace.

(b) Acting Town Manager The town manager may designate, subject to the approval of the selectmen, by means of a letter filed with the town clerk, a suitable person to perform his or her duties during his or her temporary absence or disability. If the town manager fails to make such appointment, or the person so appointed fails to serve, the selectmen may appoint a suitable person to perform such duties. In the event of any vacancy in the office of town manager or the suspension of the town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties.

(c) Removal of the Manager The selectmen may suspend or remove the town manager by the affirmative vote of a majority of the full membership of the board.

Section 20B. Powers and Duties of the Manager The town manager shall be the chief executive officer of the Town. In addition to other powers and duties provided for in this charter, the town manager shall have the following powers and duties:

- (a) The town manager shall supervise, either directly or through a person or persons appointed by him or her in accordance with this charter, all department managers, except the school department managers. The town manager shall be responsible for the efficient administration of all departments except the school department. The town manager shall not, however, exercise any control over the discretionary power vested by statute in any board, committee, commission or officer.
- (b) The town manager, consistent with the provisions of this charter, the General Laws, and town by-law, may, with the approval of elected boards having jurisdiction over affected departments, where applicable, and with the approval of the selectmen after a public hearing held by the selectmen for that purpose, reorganize, consolidate or abolish departments under his or her supervision, and establish such new departments as he or she deems necessary. With such approval, the town manager may transfer the duties and powers, and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of one department to another.
- (c) The town manager shall have jurisdiction over the rental and use of all town property, except school property, and shall be responsible for the maintenance and repair of all town buildings, including school buildings and grounds. Said town manager shall be responsible for the preparation of plans and supervision of all work on existing and new buildings, including work on school buildings, unless otherwise assigned by the town meeting to a permanent building committee. Plans for the construction or improvement of school buildings or property shall be subject to the approval of the school committee.
- (d) The town manager shall be the purchasing agent for the town and shall award all contracts for all departments and activities of the town with the exception of the school department.
- (e) Subject to the approval of the board of selectmen, and with the oversight of the personnel board, as outlined below, the town manager shall adopt rules and

regulations establishing a personnel system. The personnel system shall make use of modern concepts of personnel management and shall include, but not be limited to, the following elements: (i) a method of administration; (ii) personnel policies indicating the rights, obligations and benefits of employees; (iii) a classification plan; (iv) a compensation plan; (v) a method of recruiting and selecting employees based on merit principles; (vi) a centralized record keeping system; (vii) disciplinary and grievance procedures; (viii) a professional development and training program; and (ix) other elements that are deemed necessary. All town agencies and positions shall be subject to the rules and regulations adopted under this section, excluding employees of the school department, and as otherwise provided under M.G.L. c. 150E.

No personnel policies referenced in clause (ii) above, or changes to such policies, shall be submitted to the board of selectmen without the prior review and approval of the personnel board. No classification plans or compensation plan referenced in clauses (iii) or (iv) above, or changes to such plans, shall be submitted to the board of selectmen for approval until such time as the town manager has submitted such plan or plan revision to the personnel board for review and comment and, provided such comments are made within fifteen days of submission, has provided written response to any comment made by the personnel board. In all other aspects of the personnel system, the town manager shall confer with the personnel board.

- (f) The town manager shall fix the compensation of all town employees except those under the jurisdiction of the school committee within the limits established by appropriation and subject to any applicable provisions of M.G.L. chapter 150E.
- (g) The town manager shall negotiate and administer all collective bargaining agreements with employee organizations representing town employees other than employees of the school department, pertaining to wages and other terms and conditions of employment, in accordance with M.G.L. c. 150E; and such agreements, other than agreements with employee organizations representing school department employees, shall be subject to the approval of the board of selectmen. The town manager may, with the approval of the board of selectmen, employ special counsel to assist in the performance of the foregoing duties. The town manager or his or her designee shall participate in the deliberations of the school committee in collective bargaining with employee organizations representing school department employees, as provided in M.G.L. c. 150E.
- (h) The town manager shall keep full and complete records of the office of town manager and shall render as often as may be required by the board of selectmen a full report of all operations during the period reported on.
- (i) The town manager shall keep the board of selectmen fully advised as to the needs of the town and shall recommend to the board of selectmen for adoption such measures requiring action by them or by the town as may be deemed necessary or expedient by the town manager.

- (j) The town manager shall be responsible for the implementation of town meeting votes and shall report annually in writing to the town meeting on the status of prior town meeting votes on which implementation is not complete.
- (k) The town manager shall administer, either directly or through a person or persons appointed by him or her in accordance with this charter, all provisions of general and special laws applicable to said town, and by-laws and votes of the town, and all rules and regulations made by the selectmen.
- (l) The town manager shall report to the selectmen and the finance committee as to the financial condition of the town.
- (m) The town manager shall have access to all town books and papers for information necessary for the proper performance of his or her duties, and may, without notice, cause the affairs of any department or activity under his or her control, or the conduct of any officer or employee thereof, to be examined.
- (n) The town manager shall be accessible and available for consultation to chairs of boards, committees and commissions of the town, whether appointed or elected, and shall make accessible and available to them such data and records of his or her office as may be requested in connection with their official duties.
- (o) The town manager shall perform such other duties consistent with his or her office as may be required of him or her by the by-laws or vote of the town or by the vote of the selectmen.
- (p) The town manager shall be the chief fiscal officer of the town. Warrants for the payment of town funds prepared by the town comptroller, in accordance with the provisions of section fifty-six of chapter forty-one of the General Laws, shall be submitted to the town manager. The approval of any such warrant by the town manager, or in his or her absence the acting town manager, shall be sufficient authority to authorize payment by the town treasurer, but the selectmen shall approve all warrants in the event of the absence of the town manager or acting town manager, or a vacancy in the office of town manager.
- (q) Whenever any payroll, bill or other claim against the town is presented to the town manager, he or she shall, if the same seems to him/her to be of doubtful validity, excessive in amount, or otherwise contrary to the interests of the town, immediately investigate the facts and report them to the selectmen who shall determine what, if any, payment should be made. Pending such investigation and determination by the selectmen, payment shall be withheld.

Section 20C. Estimate of Capital Expenditures All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him or her in writing a detailed estimate of the capital expenditures, as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The town manager, after consultation with the board of selectmen, shall

submit in writing to the board of selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The selectmen shall transmit a copy of the capital budget to the finance committee along with the board of selectmen's recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.

Section 20D. Annual Budget The town manager, after consultation with the board of selectmen, shall submit to the board of selectmen and finance committee a proposed budget for the ensuing fiscal year. The proposed budget shall provide estimates of town revenues and proposed expenditures of all town departments. For the purposes of enabling the town manager to develop the annual budget, all boards, departments, committees, commissions and officers of the town, except the school committee, shall annually, at the request of the town manager, submit to him or her in writing spending requests for the operation, maintenance and administration of their respective departments for the ensuing fiscal year. The school committee shall submit to the manager, at his or her request, a total budget estimate for the next fiscal year. The finance committee shall review the proposed budget and, after review and deliberation, report its recommendations to town meeting. The general by-laws shall govern the date by which the initial proposed budget is to be submitted to the finance committee, the date by which the finance committee will transmit its recommendation for publication, and the process by which the budget shall be presented to town meeting.

SECTION 3. Said chapter 403 is hereby further amended by striking out section 23 and inserting in place thereof the following section:

Section 23. Director of Public Works The town manager shall appoint a director of public works, who shall administer, under the supervision of the town manager, such departments of the town under the control of the selectmen as they may designate. He or she shall be responsible for the efficient administration of all departments within the scope of his or her duty, and shall hold office subject to the will of the town manager, consistent with the provisions of section 20(c) of this charter. He or she shall be specially fitted by education, training and experience to perform the duties of said office, and may or may not be a resident of the town. During his or her tenure, he or she shall hold no elective public office or other public appointive office, nor shall he or she be engaged in any other business or occupation. He or she shall, subject to the approval of the town manager, appoint such assistants, agents and employees as the performance of the duties of the various departments under his or her supervision may require, and may with like approval remove them. He or she shall keep full and complete records of the doings of his or her office and shall have charge of and shall preserve, arrange and index so as to be readily accessible to the public all plans, surveys, field notes, records, documents and inventories connected with engineering operations of the town, and render to the town manager, as often as he or she may require, a full report of all operations under his or her control during the period reported upon; and annually, or from time to time as required by the town manager, he or she shall make a synopsis of all such reports for publication. He or she shall keep the town manager fully advised as to the needs of the town within the scope of his duties, and shall furnish to the town manager a carefully prepared

and detailed estimate in writing of the appropriations required during the ensuing fiscal year for the proper conduct of all departments of the town under his or her supervision.

SECTION 4. Section 25 of said chapter 403 is hereby amended by striking out the words "said board" in line 7 and inserting in place thereof the following: "the town manager."

SECTION 5. Said chapter 403 act is hereby further amended by striking out Section 30 and inserting in place thereof the following section:

Section 30. Sewer Contracts All contracts made for the purposes of sections twenty-four to thirty-one, inclusive, shall be made in the name of the town and shall be signed by the town manager. No contract shall be made, or obligation incurred, hereunder for said purposes in excess of the amount of money appropriated by the town therefor.

SECTION 6. Effective date Sections 6 and 7 of this act shall take effect upon the passage of this act. Sections 1 to 5 inclusive shall become effective 185 days following acceptance by a majority of the registered voters of said town voting thereon at said election specified in Section 7 of this act, but not otherwise.

SECTION 7. Submission of Act to Voters This charter act shall be submitted for acceptance to the registered voters of the town of Needham at the election next held following the passage of this act. The vote shall be taken by ballot in accordance with the provisions of the General Laws, so far as the same shall be applicable, in answer to the following question which shall be placed upon the official ballot to be used in said town at said election: -- "Shall an act passed by the General Court in the year two thousand and four, entitled 'An Act relative to the Revision of the Charter of the Town of Needham', be accepted?"

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. He advised that this proposal is to move the town government to a limited Town Manager form of government. If Town Meeting approves this proposal, this Home Rule Petition then goes to the Legislature for approval, and then onto the ballots for voter approval. The substitute main motion has several small changes. One change is how to prepare the town budget. Another change is that all Department Heads will report to the Town Manager. We currently have many separate Boards of Directors. The Board of Selectmen is looking for a more centralized form of government. The Board has held multiple hearings and received much input from the residents and is asking Town Meeting to approve the substitute main motion and vote "no" on the original main motion and all amendments.

Mr. Peter W. Adams, member, addressed this proposal on behalf of the Finance Committee. He expressed concern that the substitute main motion was sent in memo form with none of the changes highlighted.

Mr. Stephen A. Jonas, member, advised that the Finance Committee voted unanimously that this article not be adopted. There should be an independent, unbiased review of the Town's finances. The Finance Committee is your representative and this article will have an adverse impact on our ability to prepare a budget. The vote tonight is only on the Charter. Originally the Finance Committee budget was the main article and now it is hidden for future studies. We are told the Town Manager will prepare a budget for the Finance Committee to review. Department Heads are reluctant to talk about cuts in their budget. If the Finance Committee only receives the executive budget for

review, we will be limited. The Finance Committee receives information directly from the Departments. This by-law states that the Town Manager will be available to review department budgets. Again, the Finance Committee will receive less information. The Finance Committee receipt of the budget will be compressed by four or five weeks. We spend many hours deliberating these budgets. It is of grave concern that the Finance Committee's role will be diminished. The Town needs a strong Finance Committee. While the argument for this proposal indicates that it will promote efficiency, sometimes the debate and review process gets better end results. Under the structure we have now, Needham has achieved a triple AAA rating. A Town Manager form of government is not a guarantee of fiscal good health. The Town would lose valuable checks and balances. Lexington and Concord with Town Manager forms of government are facing layoffs. Needham's system is working. Do not upset the balance.

Mr. Lee K. Fox stated that he strongly supports the substitute main motion, as it is the only possible way to run a town with an \$80 million budget.

Mr. David C. Harris argued that Mr. Jonas gave compelling reasons why we need a Town Manager form of government. The budgets are very similar year after year. Currently there is no trade off between departments. With a Town Manager we have an opportunity to make fundamental changes in order to give the best possible service for the best cost. The Finance Committee has a huge oversight role. He urged support of this proposal.

Mr. James Hugh Powers offered the following motion to amend: That the substitute main motion offered by the Board of Selectmen be amended as follows:

1. By inserting after Section 1 thereof the following new Section:

SECTION 1A. Section 1 of Chapter 403 of the Acts of 1971 is hereby amended by inserting after the definition of "civil defense laws" the following two new definitions:

"Legislative post-audit and oversight authority", the powers vested under the provisions of this act in a standing committee of the town meeting to conduct performance audits of the efficiency of town government programs and operations, the effectiveness of programs administered by town officers, boards, commissions, committees, departments and other town agencies, and the faithfulness of such town officers, boards, commissions, committees, departments and other agencies in complying with the intent of federal and/or state laws and regulations, and votes of the town, pertaining to such programs and operations.

"Standing committee of the town meeting", the finance committee, the committee on town administration, and any other committee, all of whose members are appointed by the moderator pursuant to this act and/or to votes of the town, to perform primarily legislative functions.

2. By striking out, in line 2 of Section 2 the words "the following 5 sections" and by inserting in place thereof the words "the following seven sections:"

3. By striking out paragraph 2 of subsection (d) of Section 20, as appearing in Section 2 of said substitute motion, and by inserting in place thereof the following paragraph:

"2. all other employees and officials of the town for whom no other method of selection is provided by this act, with the exception of (a) employees of the school department, and (b) employees of standing committees of the town meeting, who shall be appointed by said committees."

4. By inserting after Section 20D, as appearing in said Section 2, the following two new sections:

"Section 20E. Finance Committee. There shall continue to be a finance committee, all of whose members are appointed by the moderator, said committee to consist of such number of members serving for such terms as established by vote of the town. Said committee shall be a standing committee of the town meeting, and shall have the powers, duties and functions vested in it by M.G.L. chapter 39, section 16, by this act, and by votes of the town.

"The finance committee shall have the authority at any time to investigate the books, accounts, and management of any officer, board, commission, committee, department or other agency of the town. Except as otherwise provided by federal or state law relating to the confidentiality of certain public records, the books and accounts of all officers, boards, commissions, committees, departments and other agencies of the town government shall be open to inspection by the finance committee.

"Subject to appropriation, the said committee may employ an executive secretary and such expert and other assistance as it may deem advisable for the performance of its duties and functions.

"Section 20F. Committee on Town Administration. There shall be a standing committee of the town meeting, to be known as the committee on town administration, all of whose members shall be appointed by the moderator, consisting of such number of members serving for such terms as established by vote of the town. Said committee shall have legislative post-audit and oversight authority as defined in section one of this act, to be exercised in such manner as provided by vote of the town.

"The said committee shall study and report to the town meeting on articles appearing in each town meeting warrant which:

- (a) affects functions performed by officers, boards, commissions, committees, departments and other agencies of the town government;
- (b) proposed amendments to this act under the provisions of section four and eight of article LXXXIX of the articles of amendment to the constitution of the commonwealth, as from time to time amended; and/or
- (c) any other matter specified by vote of the town.

"Subject to appropriation, the committee may appoint such employees and expert assistance as it deems advisable for the performance of its duties and functions."

Mr. James Hugh Powers offered a second motion to amend: That the substitute main motion offered by the Board of Selectmen be amended as follows:

That Section 20B, as appearing in the Selectmen's substitute motion, relating to the powers and duties of the town

manager, be amended by adding after Subsection (q) the following new subsection:

(r). The town manager shall monitor the community development activities of town officers, boards, commissions, committees and departments having community development responsibilities, shall consult with said agencies as to ways and means of coordinating and making more effective the community development activities of the town government, and shall, from time to time, submit his findings and recommendations as to these matters to the board of selectmen and the town meeting.

Mr. James Hugh Powers advised that it is very important for town meeting to have the power to investigate. These amendments do two things. In checking with other town charters which have a town manager form of government, there is a section giving the Finance Committee more investigative powers. The amendments also create another standing committee on town administration appointed by the moderator that will also serve as an investigative committee. Mr. Powers urged adoption of these amendments.

The following motion to amend was offered by Mr. Ronald W. Ruth:

That the main motion under Article 61 be amended as follows:

1. That the proposed Section 20B(j) be amended by inserting at its end the following words:

“except such matters as relate to the schools.”

2. That the proposed Section 20B(k) be amended by inserting at its end the following words:

“except such matters as relate to the schools.”

3. That proposed Section 20D be struck.

Mr. Ruth explained that the purpose of his motion to amend is to main balance. Towns have three branches of government – Town Meeting, general government, and schools. There is no connection between the town manager and the schools and the role of the finance committee is to prepare a balanced budget. He indicated that he does not support an executive budget and feels the budgetary process should remain status quo.

Mr. Stuart B. Chandler offered the following two motions to amend:

First, that the substitute main motion offered by the Board of Selectmen be amended as follows:

1) By striking out paragraph (e) in section 20, and by inserting in place thereof the following paragraph:

“(e) Any person so appointed by the town manager under sections 20(c) and 20(d), who is not subject to the provisions of chapter thirty-one of the General Laws, may be removed by the town manager.”

Second, that the substitute main motion offered by the Board of Selectmen be amended as follows:

1) By striking out subsection 3 of section 20(d) and by inserting in place thereof the following:

“3. The town manager will consult with the elected or appointed board or committee having jurisdiction over a department, if any, prior to making an appointment in accordance with section 20(d) 1. For the purpose of this section consultation shall mean that each multiple member body cited herein shall have the opportunity to interview job candidates and make recommendations to the town manager.”

Mr. Chandler indicated that town meeting should seriously consider these amendments. He stated that he wanted accountability and responsibility.

Mr. William M. Powers addressed this proposal indicating that it is one of the most important issues Town Meeting has been asked to face. He advised that much work has to be done on both the General By-Law and the Charter.

The following motion to refer was offered by Mr. William M. Powers that article 61 and all related material be referred to a Study Committee of nine members to be formed by the Moderator, said study committee to report to a fall Special Town Meeting. The charge to said committee will be to focus on establishing a strong Town Manager while weighing the implications and impact on other aspects of Town government and operation. A sum, not to exceed \$7,500, will be requested to be allocated from the reserve fund to provide consultant services to said committee.

The following motion to amend was offered by Mrs. Nina M. Silverstein by inserting the phrase “with representation by the respective board or committee having jurisdiction included in the search process” after the language “The Town Manager shall be the appointing authority” in Section 20(d).

Mrs. Silverstein stated that she supports the proposal and asked for support of her motion to amend.

Mr. Russell S. Broad, Jr. spoke in favor of this proposal. He stated that he is on a committee with Stuart B. Chandler, James Hugh Powers, Paul H. Attridge, Martin L. B. Walter, and Robert Y. Larsen. This committee reviewed ten town charters. We have offered several amendments some of which the Board of Selectmen have used. However, we would like to see a stronger Town Manager form of government.

Mr. Peter W. Adams, member of the Finance Committee, advised that a town manager is not a panacea. For example, the Town of Andover has a town manager and that town is very low in reserves. Their stabilization fund is zero. The Finance Committee is an arm of the legislative body. Take away the powers of the Finance Committee and you lessen the power of the legislative branch. The Finance Committee urges you to think about the ramifications and urge defeat of this proposal.

A motion to divide Mr. Ruth's motion to amend into two parts was offered by Mr. Paul S. Alpert. Mr. Ruth supported the motion to divide. Mr. Alpert's motion to divide Mr. Ruth's motion to amend was presented and carried unanimously by voice vote.

Mr. Daniel P. Matthews, Selectman, urged Town Meeting support of the substitute main motion. Lois Sockol also spoke in support of the proposal.

Mr. Paul G. Smith requested that the Finance Committee comment on Mr. Powers' motion to amend adding more responsibility to the Finance Committee. In response, Mr. Peter W. Adams, member, suggested that there is nothing wrong with Mr. Powers' motion to amend.

Mr. John P. Connelly expressed his admiration of the Finance Committee, too, but suggested that the town has a \$76 million budget and it is difficult to get cooperation under the present form of government. He thought this proposal is a step in the right direction.

A motion to amend was offered by Mr. Steven Rosenstock under Section 20B(q), to strike the words "report them to the Selectmen who shall" and replace the word "Selectmen" with the words "Town Manager".

Mr. Paul A. Siegenthaler explained that he was the chairman of a former government review committee that ultimately could not agree to go forward with a Town Manager form of government. He indicated that he supports the executive branch of this proposal, but rises in support of Mr. Ruth's amendment and maintaining the current budget process. He urged support of Part B of Mr. Ruth's amendment.

Mr. Thomas H. Hannigan, Jr. spoke in support of Mr. Ruth's amendment. He suggested that the Town Manager couldn't come up with a complete town budget if the school committee doesn't agree and we would have an unbalanced budget. He also expressed concern with passing partial legislation. He indicated that the debate should include both pieces at once – the charter and the general by-law. He requested that Mr. Ruth's amendment be passed favorably.

In response to an inquiry from Lynne D. Stern, Mr. Stephen A. Jonas advised that the Finance Committee would support Mr. Ruth's amendment.

After a lengthy discussion, a motion to move the previous question was offered by Mr. William R. Dermody. The motion was presented and carried by a two-thirds vote as declared by the Moderator.

Mr. William M. Powers' motion to refer was presented, but it failed to pass by voice vote.

Mr. Rosentock's motion to amend was presented, but the Moderator was in doubt as to the voice vote. The motion to amend was again presented and the Moderator was still in doubt as to the voice vote. The motion to amend was presented for the third time and carried by a count of hands. The hand count was Yes 99 – No 94.

Mrs. Silverstein's motion to amend was presented, but it failed to pass by voice vote.

Mr. Chandler's first motion to amend was presented, but it failed to pass by voice vote.

Mr. Chandler's second motion to amend was presented, but it failed to pass by voice vote.

Mr. Ruth's motion to amend, Part A, was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by a count of hands. The hand Count was Yes 128 – No 62.

Mr. Ruth's motion to amend, Part B, was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The motion was presented for a third time and carried by a count of hands. The hand count was Yes 106 – No 95.

Mr. James Hugh Power's first motion to amend was presented, but it failed to pass by voice vote.

Mr. James Hugh Power's second motion to amend was presented, but it failed to pass by voice vote.

ACTION: The main motion was presented, but it failed to pass unanimously by voice vote. The substitute main motion, as amended, was presented and carried by majority vote.

VOTED: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, for the enactment of a special law substantially in the following form of the proposed act printed below as part of this article and entitled:

AN ACT RELATIVE TO THE REVISION OF THE CHARTER OF THE TOWN OF NEEDHAM

Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of same, as follows:

SECTION 1. Section 19 of chapter 403 of the acts of 1971 is hereby amended by striking out the words "Three or more assistant assessors, if the town shall so vote for the term of three years" in lines 14 and 15.

SECTION 2. Said chapter 403 is hereby further amended by striking section 20 and inserting in place thereof the following 5 sections:

Section 20. Appointed Officials

- (a) The board of selectmen shall appoint and may remove a town manager or acting town manager in accordance with the provisions of Section 20A of this Charter.
- (b) The selectmen shall appoint town counsel, members of the board of appeals, election officers, registrars of voters except the town clerk, members of the historic commission, conservation commission, commission on disabilities, and, except as provided in section 19, all other boards, committees, and commissions of the town for whom no other method of selection is provided in this charter or by-law.
- (c) The town manager shall appoint, subject to the approval of the board of selectmen: a chief of the police department; a chief of the fire department; a director of public works; an assistant town manager/director of finance (or person performing said function regardless of title); and an assistant town manager/personnel director (or person performing said function regardless of title). Appointments made by the town manager shall become effective upon the approval of the board of selectmen. If the board of selectmen shall fail to act, appointments made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed appointment is filed with the board of selectmen. For the purposes of this section,

notice of appointment shall be considered filed with the board of selectmen when such notice is filed at an open meeting of the board of selectmen.

Section 20A.

Appointment and Removal of Town Manager

(d) The town manager shall be the appointing authority for the following officials and employees of the town:

1. a town comptroller, a town treasurer/tax collector, a planning director, an administrative assessor, an inspector of buildings, a director of public health, a director of veterans' services, a director of park and recreation, a director of youth services, a director of management information systems, an executive director of the council on aging, a library director, a town engineer, a director of municipal building maintenance, and a building construction and renovation manager, or persons performing said functions regardless of title.
2. all other employees and officials of the town for whom no other method of selection is provided in this charter, with the exception of the executive secretary of the finance committee, who shall be appointed by that committee, and employees of the school department.
3. Any appointment by the town manager in accordance with section 20(d) 1 shall be subject to the approval of the elected or appointed board or committee having jurisdiction over a department, if any. Appointments made by the town manager shall become effective upon the approval of said board or committee. If said board or committee shall fail to act, appointments made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed appointment is filed with said board or committee. For the purposes of this section, notice of appointment shall be considered filed with said board or committee when such notice is filed at an open meeting of the board or committee.

(e) Any person so appointed by the town manager under sections 20(c) and 20(d), who is not subject to the provisions of chapter thirty-one of the General Laws, may be removed by the town manager, provided, however, that no removal shall be made of officers listed in section 20(c), except with the approval of the selectmen, and that no removal shall be made of other employees or officers until the town manager consults with the elected or appointed boards or committees having jurisdiction over that employee's department, if any. Removal of officers listed in section 20(c) shall become effective upon the approval of the board of selectmen. If the board of selectmen shall fail to act, removals made by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed removal is filed with the board of selectmen. For the purposes of this section, notice of removal shall be considered filed with the board of selectmen when such notice is filed at a meeting of the board of selectmen.

(a) Appointment of Town Manager

1. The selectmen shall appoint, for a term not to exceed three years, a town manager, who shall be a professionally qualified person of proven ability who has had substantial involvement with municipal government and is appropriately fitted by education, training, and by previous full-time paid experience in a responsible administrative position to perform the duties of the office.
2. Upon expiration of such term, or upon the resignation or removal of the town manager, or in the event of any vacancy in the office of town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties, and shall appoint a successor with the above specified qualifications forthwith.
3. The town manager shall be appointed without regard to his or her party or political designation. He or she shall be a citizen of the United States of America. No person holding elective public office in the town with the exception of town meeting member shall, within three years of holding such office, be eligible for appointment as town manager.
4. The town manager shall not hold any elective public office nor engage in any other business or occupation during his or her tenure except for part-time consultative or teaching duties, directly related to the profession of municipal management and with the specific consent of the selectmen. The town manager may be appointed for successive terms of office.
5. Before entering upon the duties of his or her office, the town manager shall be sworn, in the presence of a majority of the selectmen, to the faithful and impartial performance thereof by the town clerk or a justice of the peace.

(b) Acting Town Manager The town manager may designate, subject to the approval of the selectmen, by means of a letter filed with the town clerk, a suitable person to perform his or her duties during his or her temporary absence or disability. If the town manager fails to make such appointment, or the person so appointed fails to serve, the selectmen may appoint a suitable person to perform such duties. In the event of any vacancy in the office of town manager or the suspension of the town manager, the selectmen shall, within seven days, appoint an acting manager to perform such duties.

(c) Removal of the Manager The selectmen may suspend or remove the town manager by the affirmative vote of a majority of the full membership of the board.

Section 20B. Powers and Duties of the Manager The town manager shall be the chief executive officer of the Town. In addition to other powers and duties provided for in this charter, the town manager shall have the following powers and duties:

- (a) The town manager shall supervise, either directly or through a person or persons appointed by him or her in accordance with this charter, all department managers, except the school department managers. The town manager shall be responsible for the efficient administration of all departments except the school department. The town manager shall not, however, exercise any control over the discretionary power vested by statute in any board, committee, commission or officer.
- (b) The town manager, consistent with the provisions of this charter, the General Laws, and town by-law, may, with the approval of elected boards having jurisdiction over affected departments, where applicable, and with the approval of the selectmen after a public hearing held by the selectmen for that purpose, reorganize, consolidate or abolish departments under his or her supervision, and establish such new departments as he or she deems necessary. With such approval, the town manager may transfer the duties and powers, and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of one department to another.
- (c) The town manager shall have jurisdiction over the rental and use of all town property, except school property, and shall be responsible for the maintenance and repair of all town buildings, including school buildings and grounds. Said town manager shall be responsible for the preparation of plans and supervision of all work on existing and new buildings, including work on school buildings, unless otherwise assigned by the town meeting to a permanent building committee. Plans for the construction or improvement of school buildings or property shall be subject to the approval of the school committee.
- (d) The town manager shall be the purchasing agent for the town and shall award all contracts for all departments and activities of the town with the exception of the school department.
- (e) Subject to the approval of the board of selectmen, and with the oversight of the personnel board, as outlined below, the town manager shall adopt rules and regulations establishing a personnel system. The personnel system shall make use of modern concepts of personnel management and shall include, but not be limited to, the following elements: (i) a method of administration; (ii) personnel policies indicating the rights, obligations and benefits of employees; (iii) a classification plan; (iv) a compensation plan; (v) a method of recruiting and selecting employees based on merit principles; (vi) a centralized record keeping system; (vii) disciplinary and grievance procedures; (viii) a professional development and training program; and (ix) other elements that are deemed necessary. All town agencies and positions shall be subject to the rules and regulations adopted under this section, excluding employees of the school department, and as otherwise provided under M.G.L. c. 150E.
- No personnel policies referenced in clause (ii) above, or changes to such policies, shall be submitted to the board of selectmen without the prior review and approval of the personnel board. No classification plans or compensation plan referenced in clauses (iii) or (iv) above, or changes to such plans, shall be submitted to the board of selectmen for approval until such time as the town manager has submitted such plan or plan revision to the personnel board for review and comment and, provided such comments are made within fifteen days of submission, has provided written response to any comment made by the personnel board. In all other aspects of the personnel system, the town manager shall confer with the personnel board.
- (f) The town manager shall fix the compensation of all town employees except those under the jurisdiction of the school committee within the limits established by appropriation and subject to any applicable provisions of M.G.L. chapter 150E.
- (g) The town manager shall negotiate and administer all collective bargaining agreements with employee organizations representing town employees other than employees of the school department, pertaining to wages and other terms and conditions of employment, in accordance with M.G.L. c. 150E; and such agreements, other than agreements with employee organizations representing school department employees, shall be subject to the approval of the board of selectmen. The town manager may, with the approval of the board of selectmen, employ special counsel to assist in the performance of the foregoing duties. The town manager or his or her designee shall participate in the deliberations of the school committee in collective bargaining with employee organizations representing school department employees, as provided in M.G.L. c. 150E.
- (h) The town manager shall keep full and complete records of the office of town manager and shall render as often as may be required by the board of selectmen a full report of all operations during the period reported on.
- (i) The town manager shall keep the board of selectmen fully advised as to the needs of the town and shall recommend to the board of selectmen for adoption such measures requiring action by them or by the town as may be deemed necessary or expedient by the town manager.
- (j) The town manager shall be responsible for the implementation of town meeting votes and shall report annually in writing to the town meeting on the status of prior town meeting votes on which implementation is not complete except such matters as relate to the schools.
- (k) The town manager shall administer, either directly or through a person or persons appointed by him or her in accordance with this charter, all provisions of general and special laws applicable to said town, and by-laws and votes of the town, and all rules and regulations made by the selectmen except such matters as relate to the schools.
- (l) The town manager shall report to the selectmen and the finance committee as to the financial condition of the town.
- (m) The town manager shall have access to all town books and papers for information necessary for the proper

performance of his or her duties, and may, without notice, cause the affairs of any department or activity under his or her control, or the conduct of any officer or employee thereof, to be examined.

- (n) The town manager shall be accessible and available for consultation to chairs of boards, committees and commissions of the town, whether appointed or elected, and shall make accessible and available to them such data and records of his or her office as may be requested in connection with their official duties.
- (o) The town manager shall perform such other duties consistent with his or her office as may be required of him or her by the by-laws or vote of the town or by the vote of the selectmen.
- (p) The town manager shall be the chief fiscal officer of the town. Warrants for the payment of town funds prepared by the town comptroller, in accordance with the provisions of section fifty-six of chapter forty-one of the General Laws, shall be submitted to the town manager. The approval of any such warrant by the town manager, or in his or her absence the acting town manager, shall be sufficient authority to authorize payment by the town treasurer, but the selectmen shall approve all warrants in the event of the absence of the town manager or acting town manager, or a vacancy in the office of town manager.
- (q) Whenever any payroll, bill or other claim against the town is presented to the town manager, he or she shall, if the same seems to him/her to be of doubtful validity, excessive in amount, or otherwise contrary to the interests of the town, immediately investigate the facts and determine what, if any, payment should be made. Pending such investigation and determination by the town manager, payment shall be withheld.

Section 20C. Estimate of Capital Expenditures All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him or her in writing a detailed estimate of the capital expenditures, as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The town manager, after consultation with the board of selectmen, shall submit in writing to the board of selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The selectmen shall transmit a copy of the capital budget to the finance committee along with the board of selectmen's recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.

SECTION 3. Said chapter 403 is hereby further amended by striking out section 23 and inserting in place thereof the following section:

Section 23. Director of Public Works The town manager shall appoint a director of public works, who shall administer, under the supervision of the town manager, such departments of the town under the control of the selectmen as they may designate. He or she shall be responsible for the efficient administration of all departments within the scope of his or her

duty, and shall hold office subject to the will of the town manager, consistent with the provisions of section 20(c) of this charter. He or she shall be specially fitted by education, training and experience to perform the duties of said office, and may or may not be a resident of the town. During his or her tenure, he or she shall hold no elective public office or other public appointive office, nor shall he or she be engaged in any other business or occupation. He or she shall, subject to the approval of the town manager, appoint such assistants, agents and employees as the performance of the duties of the various departments under his or her supervision may require, and may with like approval remove them. He or she shall keep full and complete records of the doings of his or her office and shall have charge of and shall preserve, arrange and index so as to be readily accessible to the public all plans, surveys, field notes, records, documents and inventories connected with engineering operations of the town, and render to the town manager, as often as he or she may require, a full report of all operations under his or her control during the period reported upon; and annually, or from time to time as required by the town manager, he or she shall make a synopsis of all such reports for publication. He or she shall keep the town manager fully advised as to the needs of the town within the scope of his duties, and shall furnish to the town manager a carefully prepared and detailed estimate in writing of the appropriations required during the ensuing fiscal year for the proper conduct of all departments of the town under his or her supervision.

SECTION 4. Section 25 of said chapter 403 is hereby amended by striking out the words "said board" in line 7 and inserting in place thereof the following: "the town manager."

SECTION 5. Said chapter 403 act is hereby further amended by striking out Section 30 and inserting in place thereof the following section:

Section 30. Sewer Contracts All contracts made for the purposes of sections twenty-four to thirty-one, inclusive, shall be made in the name of the town and shall be signed by the town manager. No contract shall be made, or obligation incurred, hereunder for said purposes in excess of the amount of money appropriated by the town therefor.

SECTION 6. Effective date Sections 6 and 7 of this act shall take effect upon the passage of this act. Sections 1 to 5 inclusive shall become effective 185 days following acceptance by a majority of the registered voters of said town voting thereon at said election specified in Section 7 of this act, but not otherwise.

SECTION 7. Submission of Act to Voters This charter act shall be submitted for acceptance to the registered voters of the town of Needham at the election next held following the passage of this act. The vote shall be taken by ballot in accordance with the provisions of the General Laws, so far as the same shall be applicable, in answer to the following question which shall be placed upon the official ballot to be used in said town at said election: - "Shall an act passed by the General Court in the year two thousand and four, entitled 'An Act relative to the Revision of the Charter of the Town of Needham', be accepted?"

ARTICLE 62 was previously withdrawn on May 3, 2004.

ARTICLE 63 was previously withdrawn on May 3, 2004.

ARTICLE 64 was referred back to the petitioners on May 17, 2004.

ARTICLE 65: CITIZENS' PETITION: PURCHASE HYBRID/GASOLINE PASSENGER CARS THAT GET 40 MILES/GALLON FOR THE TOWN FLEET WHEN NEEDED

To see if the Town will vote to require the purchase of passenger cars, as replacements are needed in the Town fleet, that are classified as hybrid gas/electric vehicles, or other gasoline fueled vehicles that have EPA ratings of at least 40 miles per gallon (averaged between the city and highway driving figures).

MOVED: That the Town will vote to require the purchase of passenger cars, as replacements are needed in the Town fleet, that are classified as hybrid gas/electric vehicles, or other gasoline fueled vehicles that have EPA ratings of at least 40 miles per gallon (averaged between the city and highway driving figures).

Mrs. Susan W. Abbott addressed this proposal on behalf of the petitioners. She suggested that these hybrid or 40-mile per hour cars are healthier and more economical for the town. The Town of Arlington has purchased one hybrid car and Town of Brookline has purchased seven hybrid cars.

Mr. John A. Bulian, Selectman, stated that the jury is still out on the frequency of repairs, liability and life cycle of these vehicles. The Board of Selectmen currently opposes this proposal.

Mr. Ted Weiner, Chairman, advised that the Finance Committee does not recommend adoption of this article.

Rosalie G. Fox suggested that our Town look at these vehicles for the future.

A motion to amend was offered by Mrs. Meredith P. Page by striking the word "require" in the first line and insert in place thereof the word "recommend". Mrs. Page's motion to amend was presented and carried by voice vote.

ACTION: The main motion, as amended, was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by voice vote.

VOTED: That the Town will vote to recommend the purchase of passenger cars, as replacements are needed in the Town fleet, that are classified as hybrid gas/electric vehicles, or other gasoline fueled vehicles that have EPA ratings of at least 40 miles per gallon (averaged between the city and highway driving figures).

ARTICLE 66: CITIZENS' PETITION: FULLY CONSIDER CAPITAL AND OPERATING COSTS

To see if the Town will vote to ensure that when planning a new municipal or school district building, or a major building renovation, the Town's Capital Planning Committee and/or the Permanent Public Building Committee, shall fully consider the lifecycle costs to the Town of the building, giving equal consideration to debt service and operating costs, including future utility bills and environmental costs.

MOVED: That the Town vote to ensure that when planning a new municipal or school district building, or a major building renovation, the Town's Capital Planning Committee and/or the

Permanent Public Building Committee, shall fully consider the lifecycle costs to the Town of the building, giving equal consideration to debt service and operating costs, including future utility bills and environmental costs.

A motion to consider the subject matter of Articles 66 and 67 together and vote on separately was offered by Susan W. Abbott. Unanimous consent was given to consider the subject matter of Articles 66 and 67 together and vote on separately.

A motion was offered by Mr. Irwin Silverstein to refer the subject matter of Articles 66 and 67 to the Board of Selectmen for further study and to report back to the next Annual Town Meeting or sooner.

Mr. Gerald A. Wasserman, Selectman, stated that the Board of Selectmen agrees with the motion to refer the subject matter of Articles 66 and 67 to the Board of Selectmen for further study.

Mr. Silverstein's motion to refer the subject matter of Article 66 was presented and carried unanimously by voice vote.

ARTICLE 67: CITIZENS' PETITION: NEW MUNICIPAL CONSTRUCTION AND RENOVATION TO BE LEED SILVER CERTIFIED

To see if the Town will vote to require new construction and renovations to be LEED (Leadership Energy & Environmental Design) silver certified. It is the intent of the Town to reduce the lifecycle operating costs and increase the environmental efficiency of Town buildings, by adopting the goal that all construction of new Town buildings and major renovations and additions to existing Town buildings meet or exceed a Silver Certification based on the most current criteria of the Leadership in Energy and Environmental Design Green Building Rating System promulgated by the United States Green Building Council, or comparable scoring system. The Town shall include a minimum of LEED Silver Certification, or equivalent level in comparable building scoring system, as a required element in requests for proposal or bids it issues soliciting architectural design services for construction, major renovation, and addition to its buildings, unless the PPBC (Permanent Public Building Committee) makes the finding that such certification is not in keeping with the use or purpose of the building or is otherwise inappropriate.

MOVED: That the Town vote to require new construction and renovations to be LEED (Leadership Energy & Environmental Design) silver certified. It is the intent of the Town to reduce the lifecycle operating costs and increase the environmental efficiency of Town buildings, by adopting the goal that all construction of new Town buildings and major renovations and additions to existing Town buildings meet or exceed a Silver Certification based on the most current criteria of the Leadership in Energy and Environmental Design Green Building Rating System promulgated by the United States Green Building Council, or comparable scoring system. The Town shall include a minimum of LEED Silver Certification, or equivalent level in comparable building scoring system, as a required element in requests for proposal or bids it issues soliciting architectural design services for construction, major renovation, and addition to its buildings, unless the PPBC (Permanent Public Building Committee) makes the finding that such certification is not in keeping with the use or purpose of the building or is otherwise inappropriate.

Mr. Silverstein's motion to refer the subject matter of Article 67 to the Board of Selectmen for further study and report back to the next Annual Town Meeting or sooner was presented and carried unanimously by voice vote.

ARTICLE 68 was adopted unanimously earlier this evening.

ARTICLE 69 was unanimously adopted on May 3, 2004.

ARTICLE 70: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

MOVED: Under Article 70, the following motion to amend Article 12 was offered by Mr. Ted Weiner:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
012	Reserve Fund	\$ 800,000	\$ 883,600
301	Police Department		
	Salaries	3,938,338	3,950,138
305	Fire Department		
	Salaries	4,815,245	4,970,245
401	Public Works		
	Salaries	2,521,931	2,535,031

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
407	Municipal Building		
	Maintenance Salaries	2,174,203	2,245,703

ACTION: The main motion was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise, appropriate, and/or transfer for the necessary Town Expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$85,000, from the Landfill C & D Fund in the amount of \$20,000, and from overlay surplus in the amount of \$499,778.74, as follows:

TOWNWIDE EXPENSES:

001. Retirement (Chapter 34)	134,000.
002. Retirement Contributory System	3,525,000.
003. Glover Hospital Accrued Liability	0.
004. Health insurance	8,725,700.
005. Insurance Liability Fund	
(Ch. 10 Acts 2002)	380,000.
006. Unemployment compensation	70,306.
007. Debt Service	2,211,963.
008. Worker's Compensation	385,000.
009. General Insurance	378,000.
010. Property Self Insurance	

(Chapter 40, Section 13)	20,000.
011. Performance Pay Pool	30,800.
012. Reserve Fund	883,600.

TOTAL: TOWN WIDE EXP. 16,744,369.

GENERAL GOVERNMENT

BOARD OF SELECTMEN/TOWN ADMINISTRATION:

101. Salaries	\$397,189.
102. Purchase or Service	130,351.
103. Expenses	22,441.

TOTAL 549,981.

TOWN CLERK/BOARD OF REGISTRARS

104. Salaries	188,387.
105. Purchase of service	23,470.
106. Expenses	4,300.
107. Tellers/Canvassers/Details	31,078.

TOTAL 247,235.

LEGAL:

108. Salaries	61,244.
109. Purchase of Service	150,000.
110. Expenses	3,500.

TOTAL 214,744.

PERSONNEL BOARD:

111. Salaries	1,562.
112. Purchase of Service	10,000.
113. Expenses	0.
114. Merit Program	4,000.

TOTAL 15,562.

ASSESSORS:

115. Salaries	239,622.
116. Purchase of Service	47,000.
117. Expenses	13,250.
TOTAL	299,872.

FINANCE DEPARTMENT:

118. Salaries	876,415.
119. Purchase of Service	408,064.
120. Expenses	93,005.
121. Capital Outlay	20,000.

TOTAL 1,397,484.

FINANCE COMMITTEE:

122. Salaries	25,625.
123. Purchase of Service	125.
124. Expenses	510.

TOTAL 26,260.

TOTAL: GENERAL GOVERNMENT 2,751,138.

EDUCATION:

SCHOOL DEPARTMENT:

201. Salaries	29,835,477.
202. Purchase of Service	3,821,515.
203. Expenses	808,718.

204. Capital Outlay	<u>157,560.</u>
TOTAL	34,623,270.
MINUTEMEN REGIONAL HIGH SCHOOL:	
205. Assessment	<u>393,015.</u>
TOTAL	393,015.
TOTAL: EDUCATION	35,016,285.
<u>PUBLIC SAFETY</u>	
POLICE DEPARTMENT:	
301. Total Salaries	3,950,138.
302. Purchase of Service	61,300.
303. Expenses	129,435.
304. Capital Outlay	<u>134,740.</u>
TOTAL	4,275,613.
FIRE DEPARTMENT:	
305. Total Salaries	4,970,245.
306. Purchase of Service	72,499.
307. Expenses	150,313.
308. Capital Outlay	<u>0.</u>
TOTAL	5,193,057.
BUILDING INSPECTION SERVICES:	
309. Salaries	279,215.
310. Purchase of Service	3,574.
311. Expenses	<u>7,736.</u>
TOTAL	290,525.
TOTAL: PUBLIC SAFETY	9,759,195.
<u>PUBLIC FACILITIES</u>	
DEPARTMENT OF PUBLIC WORKS:	
401. Salaries	2,535,031.
402. Purchase of Service	705,399.
403. Expenses	313,750.
404. Capital Outlay	0.
405. Snow & Ice	<u>165,000.</u>
TOTAL	3,719,180.
MBTA COMMUTER PARKING:	
406. MBTA Commuter Parking Program	<u>190,275.</u>
TOTAL	190,275.
MUNICIPAL BUILDING MAINTENANCE BOARD:	
407. Salaries	2,245,703.
408. Purchase of Service	2,038,318.
409. Expenses	316,312.
410. Capital Outlay	<u>0.</u>
TOTAL	4,600,333.
MUNICIPAL STREET LIGHTING:	
411. Street Lighting Program	<u>265,000.</u>
TOTAL	265,000.

PERMANENT PUBLIC BUILDING COMMITTEE:	
412. Salaries	84,494.
413. Purchase of Service	1,500.
414. Expenses	4,300.
415. Capital Outlay	<u>0.</u>
TOTAL	90,294.
TOTAL: PUBLIC FACILITIES	8,865,082
<u>HEALTH AND HUMAN SERVICES:</u>	
BOARD OF HEALTH:	
501. Salaries	289,816.
502. Purchase of Service	78,366.
503. Expenses	<u>7,550.</u>
TOTAL	375,732.
VETERANS' SERVICES:	
504. Salaries	53,506.
505. Purchase of Service	300.
506. Expenses	3,500.
507. Veteran's Benefits	<u>30,000.</u>
TOTAL	87,306.
YOUTH COMMISSION:	
508. Salaries	181,482.
509. Purchase of Service	2,800.
510. Expenses	<u>1,990.</u>
TOTAL	186,272.
COUNCIL ON AGING:	
511. Salaries	214,298.
512. Purchase of Service	3,305.
513. Expenses	<u>5,175.</u>
TOTAL	222,778.
COMMISSION ON DISABILITIES:	
514. Expenses	<u>513.</u>
TOTAL	513.
TOTAL: HEALTH AND HUMAN SERVICES	\$872,601.
<u>DEVELOPMENT</u>	
PLANNING BOARD:	
601. Salaries	124,160.
602. Purchase of Service	7,750.
603. Expenses	<u>3,310.</u>
TOTAL	135,220.
CONSERVATION COMMISSION:	
604. Salaries	29,613.
605. Purchase of Service	2,070.
606. Expenses	<u>1,638.</u>
TOTAL	33,321.

BOARD OF APPEALS:

607. Salaries	15,337.
608. Purchase of Service	3,040.
609. Expenses	<u>170.</u>

TOTAL 18,547.

HISTORICAL COMMISSION:

610. Expenses	<u>513.</u>
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TOTAL 513.

TOTAL: DEVELOPMENT 187,601.

CULTURAL AND LEISURE SERVICES**LIBRARY:**

701. Salaries	791,118.
702. Purchase of Service	46,326.
703. Expenses	12,431.
704. Books & Periodicals	<u>151,905.</u>

TOTAL 1,001,780.

PARK & RECREATION COMMISSION:

705. Salaries	388,876.
706. Purchase of Service	40,778.
707. Expenses	23,347.
708. Capital Outlay	<u>12,000.</u>

TOTAL 465,001.

MEMORIAL PARK:

709. Expenses 500.

Total 500.

TOTAL: CULTURAL & LEISURE SERVICES 1,467,281.

DEPARTMENT BUDGETS: 59,002,783.

TOTAL OPERATING BUDGET 75,663,552.

MOVED: Under Article 70, the following motion to amend Article 13 was offered by Mr. Ted Weiner:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
1001	Salaries	\$ 466,591	\$ 470,426

ACTION: The motion to amend Article 13 was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

<u>FY 2005</u>	<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
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1001	Salaries	430,660	455,539	470,426
1002	Purchase of service	894,036	879,700	956,200
1003	Expenses	111,773	126,455	127,755
1004	Capital Outlay			
1005	Debt Service	249,517	258,361	217,000
1006	Reserve Fund		41,509	45,000
	Total	1,685,987	1,761,564	1,816,381

And that \$670,000 be raised from the tax levy and transferred to the RTS Enterprise Account.

MOVED: Under Article 70, the following motion to amend Article 14 was offered by Mr. Ted Weiner:

2001 Salaries \$ 499,202 \$ 503,342

ACTION: The motion to amend Article 14 was presented and carried unanimously by voice vote.

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
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VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

<u>FY 2005</u>	<u>Expended FY 2003</u>	<u>Appropriated FY 2004</u>	<u>Recommended FY2005</u>
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2001	Salaries	425,067	485,880	503,342
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2002	Purchase of Service	153,615	126,629	139,629
2003	Expenses	55,090	66,658	66,658
2004	Capital outlay	15,958		25,000
2005	MWRA assessment	4,678,829	4,695,589	4,765,682
2006	Debt service	1,042,733	1,088,010	1,088,010
2007	Reserve Fund		35,000	35,000
	Total	6,371,292	6,497,766	6,623,321

MOVED: Under Article 70, the following motion to amend Article 15 was offered by Mr. Ted Weiner:

<u>Line</u> <u>Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
3001	Salaries	\$801,548	\$807,973

ACTION: The motion to amend Article 15 was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2005, under the provision of G.L., Chapter 44, Section 53F ½:

FY 2005		Expended FY 2003	Appropriated FY 2004	Recommended FY2005
3001	Salaries	694,178	780,664	807,973
3002	Purchase of service	345,104	330,752	350,752
3003	Expenses	325,336	341,225	395,545
3004	Capital outlay		20,000	20,000
3005	MWRA assessment	729,898	1,066,066	793,683
3006	Debt service	1,058,875	1,105,601	1,105,601
3007	Reserve Fund		75,000	75,000
	Total	3,153,391	3,719,308	3,548,554

MOVED: Under Article 70, the following Resolution was offered by Mr. Michael T. Vaughn:

RESOLUTION FOR TOWN MEETING, MAY 2004

WHEREAS: It has been reported in the Needham Times and elsewhere that hate literature from the Ku Klux Klan has been distributed on the lawns of many Needham residents,

WHEREAS: Needham is dedicated to being a place where people of diverse backgrounds are welcome and enjoy equal opportunities regardless of their race, religion, ethnicity, sexual orientation, disability, age, political views or national origin,

WHEREAS: Needham is a place where freedom of speech and freedom of thought are respected and protected even when, and especially when, that speech is unpopular; but Needham is also a place where racism, anti-Semitism, and all forms of bigotry are contrary to the values of

the community and where we reject outright any discrimination and intimidation that is fueled by bigotry,

WHEREAS: We recognize that we must join together and speak out when hate rears its ugly head, and that it is the obligation of leaders and all members of a healthy community to refuse to stand idly by,

WHEREAS: We recognize that the sting of hate can hurt our friends, our neighbors, our children, newcomers to our community, guests and visitors, and those who do business here, and we will not let the voice of hate speak on behalf of Needham,

NOW, THEREFORE, BE IT RESOLVED that Needham hereby recognizes that the strength of our community depends on standing up to hate in all forms, and embracing our diversity by making a commitment to work with all members of the community for mutual respect and understanding at all times.

TOWN OF NEEDHAM

ACTION: Mr. Vaughn's Resolution was presented and carried unanimously by voice vote.

MOVED: Under Article 70, Mr. William M. Powers moved to postpone indefinitely consideration of his resolution.

ACTION: The motion to postpone was presented and carried unanimously by voice vote.

MOVED: Under Article 70, the following non-binding resolution was offered by Mr. Eric D. Leskowitz:

WHEREAS: The cost of providing health insurance to Town Employees and retirees consumes a rising portion of the town's annual budget, and

WHEREAS: Other towns and states have successfully implemented cost-saving programs for ordering discount prescription drugs from Canada,

AND WHEREAS: This Town Meeting session was unable to fully answer questions and concerns about the safety, legality and mechanics of such a prescription program for Needham in response to a motion from the floor,

THEREFORE BE IT RESOLVED that this Town Meeting urges the Board of Selectmen to appoint a study committee, made up of diverse representatives from the community and its elected Town boards, to study all aspects of this question, and to report back their findings and recommendations to the November 2004 Special Town Meeting.

Mr. Daniel P. Matthews, Selectman, explained that the Town of Needham buys its insurance. He stated that the Board of Selectmen opposes this motion.

A motion to amend was offered by Mrs. Jeanne S. McKnight to delete the words "appoint a study committee, made up of diverse representatives from the community and its elected Town boards," and to insert in place thereof the words "to charge the Insurance Advisory Committee".

Mrs. McKnight's motion to amend was presented but it failed to pass by voice vote.

ACTION: Mr. Leskowitz' non-binding resolution was presented, but it failed to pass by voice vote.

At this time the Moderator thanked the following individuals and groups for their participation in Town Meeting: Custodian Tom Grimes, the Needham Cable Channel along with Mark Mandel and staff, Michael J. Greis for assisting in the power point presentation, the Finance Committee and Peter W. Adams who is going off the committee, the new Executive Secretary to the Finance Committee Susan Herman, Steve Tedeschi for setting up and maintaining the audio system, town employees, Peter McLaughlin and Andre Pasquarosa for manning the microphones, and the retiring Fire Chief, Robert DiPoli, so that he can complete his quest to be Fire Chief of the World and retiring Police Chief, William G. Slowe. Fire Chief Robert DiPoli expressed his appreciation to Town Meeting for all the support over the past 35 years and Police Chief Slowe thanked Town Meeting for all its

TOWN CLERK'S RECORDS – 2004 ANNUAL TOWN MEETING

support over the past 41 years. Chief Slowe stated that he is ready to play some golf.

MOVED: Under Article 70, Mr. James G. Healy offered the following Resolutions:

RESOLUTION

In memory of Paul F. Saint

WHEREAS: Paul F. Saint was born and raised in Boston, Massachusetts and was educated at Boston Latin School. He continued his education at the College of the Holy Cross and earned his MBA at Boston University. Paul Saint served in the U.S. Army Air Corps and in the French Army in North Africa, Sicily, Italy and France during World War II. He served under General Patton in the Battle of the Bulge, and was decorated with the Purple Heart, the Bronze Star, and the French Croix de Guerre, Paul Saint and his wife Marion Riley Saint settled in Needham in the early 1950's to raise their five sons Michael, William, David, John and Joseph; and

WHEREAS: Paul Saint managed the Boston office of the Home Life Insurance Company for over 30 years, was a member of the Boston Insurance Managers' Roundtable, and taught courses at Northeastern University; and

WHEREAS: Paul Saint was chairman of the Needham 250th Anniversary Celebration Committee in 1961, was active in St. Joseph's Parish, Needham Little League and Needham Boy Scouts, was president of the Needham Lions Club and served as the District Governor of the Massachusetts Lions Club; and

WHEREAS: Paul Saint served as a Town Meeting Member from 1959 to 1970 and was elected to the Board of Selectmen for three terms, serving from 1963 to 1970, twice serving as chairman of that board. Paul Saint continued his community service after moving to Brewster in the 1980's, serving two terms on the Board of Selectmen in that Town.

NOW, THEREFORE BE IT RESOLVED by this body that the 2004 Annual Town Meeting be dissolved in honor of the many civic and community contributions of Paul F. Saint, to the Town of Needham.

RESOLUTION

In Memory of Catherine Carole Wong

WHEREAS: Catherine Carole Wong was born and raised in Stockton, California, and was educated at the University of California at Davis, graduating Phi Beta Kappa. She graduated from the UC Davis Medical School, served her surgical internship and residency at the UCD/Sacramento Medical Center, and served as a clinical surgical fellow at Brigham and Women's Hospital. Cathy moved to Massachusetts in 1982 where she met her husband Daniel Matthews. Cathy and Dan

settled in Needham and raised their three children, John, Joseph and Mary, and

WHEREAS: Cathy practiced emergency medicine for more than 20 years in the Boston area, most recently on the staff of the Faulkner Hospital. She served as an instructor in emergency medicine at Newton-Wellesley Hospital and the Longwood Trauma Center, and was a Fellow of the American College of Emergency Physicians. Cathy was beloved by her patients for her caring and attentive manner, and

WHEREAS: Cathy was a skilled photographer and gardener, talented cook, avid reader and enthusiastic traveler, and was devoted to her family. As a dedicated physician, concerned citizen, and caring parent, Cathy embodied many of the best qualities of her adopted community, and

WHEREAS: Cathy was elected and served as a member of Needham's Democratic Town Committee for more than twenty years, and served as a Town Meeting Member from 1986 to 1993.

NOW THEREFORE, BE IT RESOLVED by this body that the 2004 Annual Town Meeting be dissolved in honor of the many civic and community contributions of Catherine Carole Wong to the Town of Needham.

ACTION: At 12:50 A.M. on Thursday, May 20, 2004, the Resolutions were presented and carried unanimously by voice vote.

Theodora K. Eaton, CMC/AMC/CMMC,
Town Clerk

A true copy
ATTEST:

